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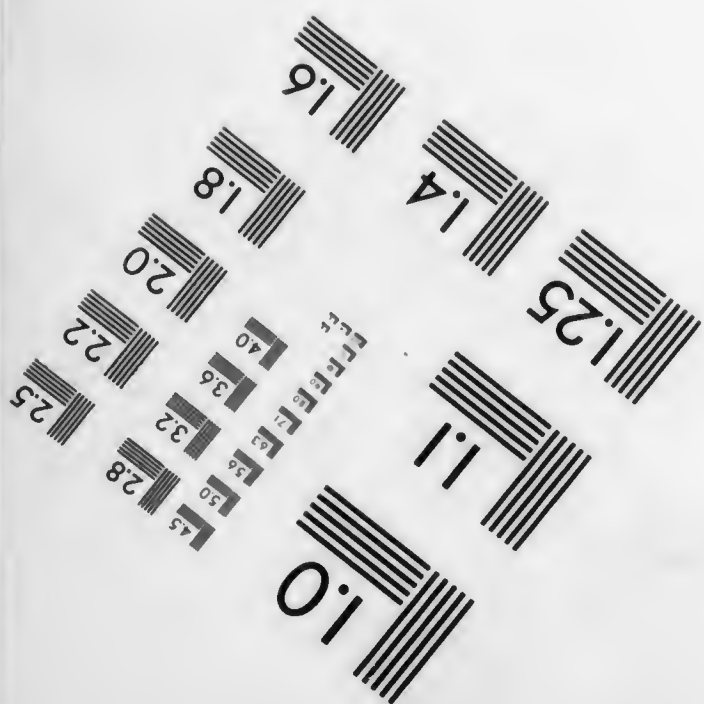
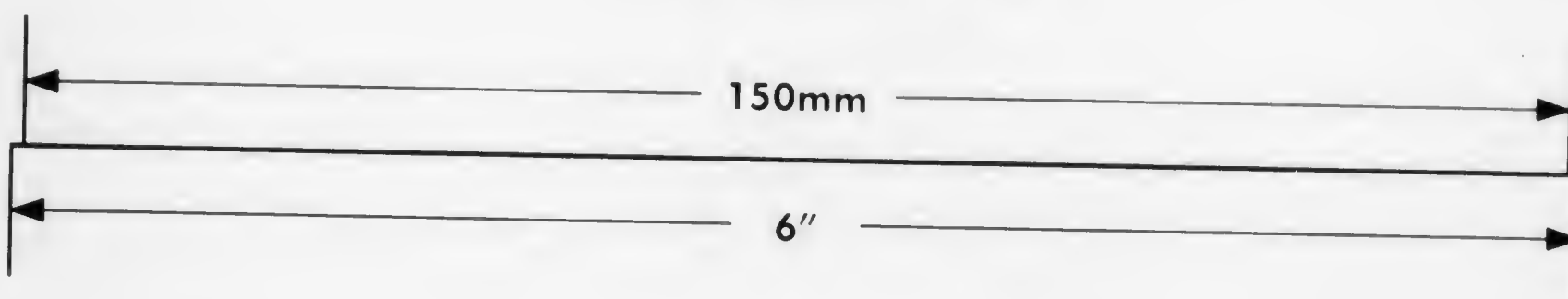
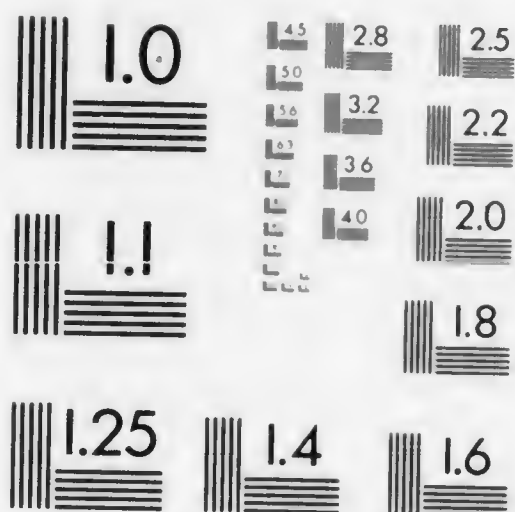
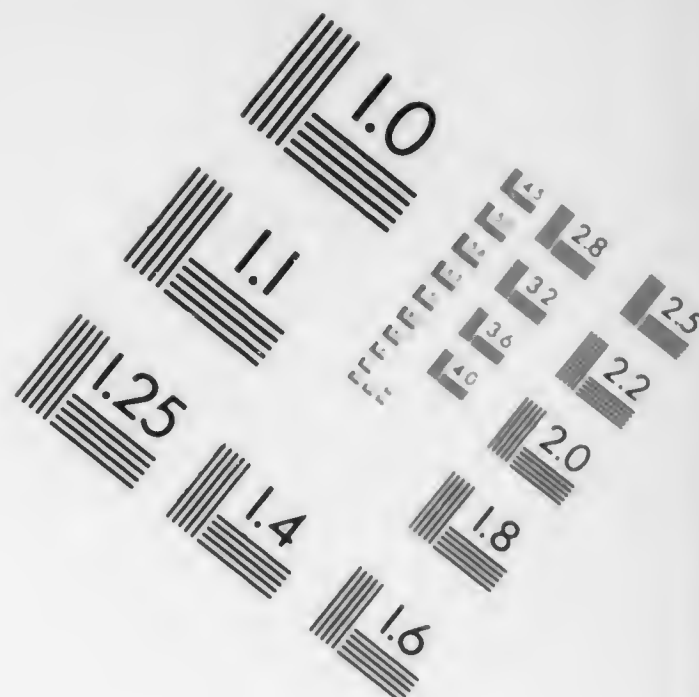
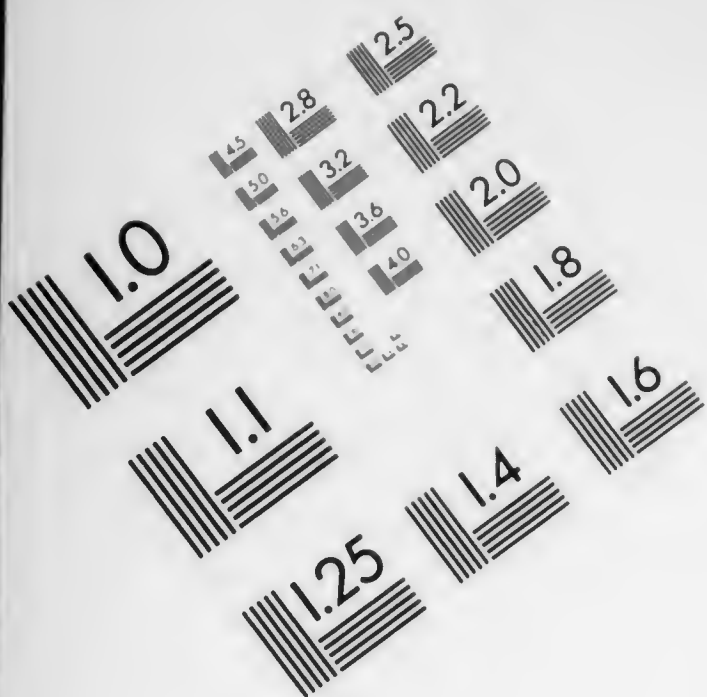
FOR

BOSTON PUBLIC LIBRARY

1998

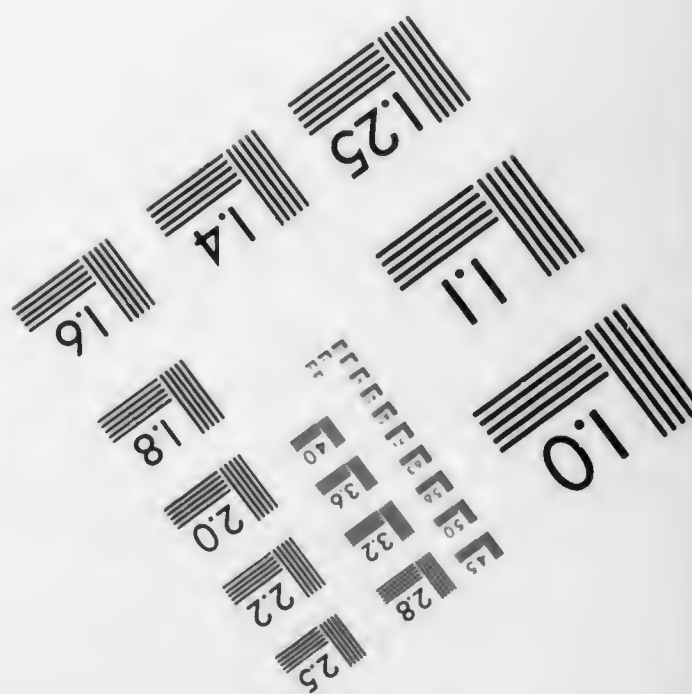
BOSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
RECORDS OF THE CORPORATION
VOLUME 13
1934 - 1939

IMAGE EVALUATION TEST TARGET (MT-3)



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THIS FILE CREATED AND MICROFILMED
THROUGH THE RESOURCES OF
THE BOSTON PUBLIC LIBRARY

Friday, October 5, 1934

October 5, 1934.

A regular meeting of the Corporation was held in the Trustees' Room at 4.15 o'clock p.m.

Present: Messrs. Buxton, Hall, and Kirstein.

The Vice President, Mr. Buxton, in the chair.

The record of the regular meeting of June 15 as presented was approved.

The purchase of miscellaneous supplies in the amounts of \$27,642.99, \$10,344.08, and \$8,333.94 by the Director, according to lists submitted by him and to be placed on file, and already authorized by the Vice President, was approved.

The following bills having been approved by the Director and the Vice President, were allowed and ordered paid: the July 31st draft, chargeable to the General Appropriation in the amount of \$14,586.41, to Trust Funds Income in the amount of \$1,382.33; the August 31st draft, chargeable to the General Appropriation in the amount of \$16,250.69, to Trust Funds Income in the amount of \$812.22. Also the following bills, having been approved by the Acting Comptroller and the Vice President, were allowed and ordered paid: the September 29th draft, chargeable to the General Appropriation in the amount of \$15,783.16, to Trust Funds Income in the amount of \$522.55, and special drafts, chargeable to the General Appropriation in the amount of \$233.37 and to Trust Funds Income in the amount of \$2016.55.

Circular Letters Nos. 10, 11, 12, 13, and 14 from the Mayor's Office were read and ordered placed on file.

The Director stated that since the last meeting of the Board there had been passed by the City Council the annual appropriation bills for the City for 1934; and that the total amount appropriated for the Library Department was in the sum of \$1,099,984, of which the amount of \$1,050,265 constituted the annual appropriation for the department, and the amount of \$49,719 constituted a supplementary appropriation.

The Director reported that the Mayor had requested that budget estimates of departmental expenditures for 1935 be prepared and submitted to him by November 1, 1934; and it was therefore

Resolved: that the President, and/or the Vice President, and the Director, be authorized to take the necessary steps for the preparation and submission of

October 5, 1934

Budget estimates for the Library Department for 1935.

The Director announced that there had been received an additional payment under the bequest of the late Helen Lambert, and it was

Voted: that there be added to the "Helen Lambert Fund, in memory of Frederic and Louise Lambert" an additional payment of \$10 received from the estate of the late Helen Lambert and representing a further distribution of assets on account of the residuary interest of the Trustees in the estate.

The Director brought to the attention of the Board the problem of the signing of bills and payrolls of the Library in the absence of the Director and of the Clerk of the Corporation, and, on his recommendation, it was

Voted: that in the absence of the Director, the Clerk of the Corporation be, and hereby is, authorized to sign bills and payrolls of the Library, and that in the absence of both the Director and the Clerk of the Corporation, the Comptroller be and hereby is authorized to sign said bills and payrolls.

On recommendation of the Director it was

Voted: that there be granted without loss of pay the necessary time for attending the Autumn Meeting of the Massachusetts Library Club, to be held at Concord on October 26, 1934, to those members of the Library staff who are also members of the Massachusetts Library Club, provided that such absence can be arranged without detriment to the Library's service.

On recommendation of the Director it was

Voted: that there be granted to Nels J. Herland, First Assistant Engineer in the Buildings Department, leave of absence without loss of pay for 25 days, because of illness certified by his physician, and Mr. Herland having been in the service of the Library for 34 years.

and it was

Voted: that there be granted to Gertrude L. Connell, Librarian of the Faneuil Branch Library, leave of absence without loss of pay for 28 days, because of illness certified by her physician, and Miss Connell having been in the service of the Library for 31 years.

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and it was

Voted: that there be granted to Mrs. Catherine A. McLaughlin, Cleaner, leave of absence without loss of pay for 7 days, because of illness certified by her physician, and Mrs. McLaughlin having been in the service of the Library for 16 years.

A letter addressed to the Trustees from Theodore D. Money requesting vacation pay was read and ordered placed on file.

The Director reported that, after consultation with both the President and Vice President, John J. Biggs, Watchman, had been suspended from the Library service for the period of August 15-22, 1934, because of misconduct and violation of duty. It was thereupon

Voted: that there be confirmed the suspension of John J. Biggs, Watchman, for the period of August 15-22, 1934, for misconduct and violation of duty on the night of August 14th to 15th, 1934.

The Director reported that there had been received from the Mayor an executive order, under date of June 9, 1934, directing the reinstatement of step rate increases in pay for certain classes of city employees as of and from January 1, 1934. In accordance with this executive order of the Mayor it was

Ordered: that there be reinstated, as of and from January 1, 1934, step rate increases in pay for the employees of the Library Department, in accordance with the terms of the executive order promulgated by the Mayor for this purpose under date of June 9, 1934.

The Director stated that there had been included the sum of \$24,719 in the supplementary appropriation for 1934 for such step rate increases. It was therefore

Voted: that step rate increases in pay be granted, as of and from January 1, 1934, to those employees of the Library Department who are eligible therefor, as per the attached schedule, the resulting salaries as so increased to be subject to the same percentage of salary reductions as that to which other salaries of equal amount have been subjected pursuant to the provisions of Chapter 121 of the Acts of the year 1933.

October 5, 1934.

On recommendation of the Director it was

Ordered: that there be appointed to the Permanent Service of the Library the individuals listed in the attached schedule, they having passed the requisite examinations for appointment and having also given satisfactory service in the Probationary Service of the Library for at least six months.

Definite action having been deferred at its last meeting, the Board again considered the available candidates for the positions of Comptroller and of Chief Librarian of the Reference Division. The Director recommended the appointment of James W. Kenney as Comptroller and Richard G. Hensley as Chief Librarian of the Reference Division, and, on motion of Mr. Krinstein, it was

Ordered: that James W. Kenney be, and hereby is, appointed Acting Comptroller, at a salary of \$6,000 a year, subject to the salary reductions set forth in Circular Letter No. 19 from the Mayor's Office under date of April 21, 1933.

and it was

Ordered: that Richard G. Hensley be, and hereby is, appointed Acting Chief Librarian of the Reference Division, at a salary of \$6,000 a year, subject to the salary reductions set forth in Circular Letter No. 19 from the Mayor's Office under date of April 21, 1933.

The Director presented the need for a subject catalogue at the Business Branch and the possibility of utilizing a portion of the income from the Louis E. Krinstein Fund for that purpose. It was the sense of the Board that the Director should confer with Mr. Krinstein, with a view to the Board's taking definite action in the matter at a subsequent meeting.

The Director presented a request from the Public Welfare Department of the City of Boston, together with a letter from His Honor the Mayor supporting the request, for the use of the basement lecture hall of the Jamaica Plain Branch Library, and the children's room of the Uphams Corner Branch Library, in connection with the administrative work of the Welfare Department. He stated that such arrangements could be made at the Jamaica Plain Branch Library at little or no inconvenience to the work of the Library but not at the Uphams Corner Branch Library. It was the sense of the Board that the Director might

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take informally whatever action toward meeting this request that the needs and requirements of the library service might permit.

The Director stated that, subsequent to the falling of a piece of the cornice of the Central Library building on August 7, 1934, he had had an examination of the levels of the building made by the firm of J. B. Worcester and Company; that their report pointed out certain settlements of the building in its western, which in their opinion should continue to be watched, though not a cause for particular alarm at present; and that their report further pointed out the development of certain cracks in the northerly wall of the Annex, which in their opinion should be subjected to renewed examination at the first of the coming year.

He stated also that the Building Commissioner of the City of Boston had reported on the examination conducted by his department upon the condition of the west wall of the Central Library building, to the effect that in the period since a preceding examination in June 1933 no change had apparently developed in the bulge of the exterior wall of that wing; and further that the floors of the Special Libraries and of the book stacks in that wing showed definite evidence of overloading and consequent depression, which latter though slight should be corrected by reducing the live loads at as early a date as possible.

Mr. Hall reported informally on the status of the litigation relative to the Boston Book Fund, stating that there had been received from the Court a draft report favorable in every respect to the interests of the Trustees of the Public Library. He stated that he expected to be able to arrange with the Rector of Trinity Church terms for a settlement in the matter of the division of income from the fund and that he would report thereupon at a subsequent meeting of the Board.

Dissolved:

Elizabeth B. Brockunior
Clerk

(On the next following pages appears the attached schedule referred to in the above vote relative to step rate increases.)

October 5, 1934

Name	Dept. or Branch	Ordinary Step-Rate Increases			Status
		Present Basic	Future Basic	Increase	
Allot, Marion	Uphams Corner Br.	\$25.00	\$27.00	\$2.00	Permanent
Abramson, Rosalie	West End Br.	11.00	16.00	5.00	Prob. to Perm.
Anapolsky, Max	Periodical Room	15.00	16.00	1.00	Permanent
Andrievsky, Harry	Branch Dept.	17.00	18.00	1.00	Prob. to Perm.
Arone, Edna	Dorchester Br.	14.00	18.00	4.00	Probationary
Aserkoff, Ada	Mattapan Br.	37.00	40.00	3.00	Permanent
Aserkoff, Louis	Information Dept.	15.00	16.00	1.00	Permanent
Bailey, Edith H.	Phillips Brooks Br.	15.00	22.00	7.00	Prob. to Perm.
Bailey, Ruth	East Boston Br.	12.00	14.00	2.00	Probationary
Ball, Gerald L.	Shelf Dept.	18.00	20.00	2.00	Permanent
Barry, Henry F.	Patent Dept.	11.00	12.00	1.00	Probationary
Bazol, Ruth E.	Issue Dept.	11.00	14.00	3.00	Probationary
Bell, Anna	Uphams Corner Br.	20.00	22.00	2.00	Permanent
Blodgett, Mary H.	Brighton Br.	18.00	22.00	4.00	Prob. to Perm.
Brawley, Florence C.	Issue Dept.	12.00	15.00	3.00	Prob. to Perm.
Brennan, Helen A.	Charlestown Br.	12.00	18.00	6.00	Prob. to Perm.
Browne, Mary D.	Issue Dept.	11.00	14.00	3.00	Probationary
Cahill, Mary O'G.	Book Purch. Dept.	20.00	22.00	2.00	Permanent
Calnan, Margaret	Boylston Br.	33.00	35.00	2.00	Permanent
Carlson, Carl A.	F.A. and Tech. Depts.	11.00	13.00	2.00	Probationary
Carroll, Catherine R.	Issue Dept.	12.00	13.00	1.00	Probationary
Carroll, Sally	Fellowes Ath. Br.	18.00	22.00	4.00	Permanent
Cashman, Marie	Issue Dept.	12.00	13.00	1.00	Probationary
Cauton, Grace	Auditing Dept.	27.00	29.00	2.00	Permanent
* Chandler, Esther	Mattapan Br.	26.00	28.00	2.00	Permanent
Cheverie, Henry	Business Br.	11.00	12.00	1.00	Probationary
Chipman, Mary J.	Issue Dept.	12.00	14.00	2.00	Probationary
Coffen, Edna	Codman Sq. Br.	27.00	29.00	2.00	Permanent
Coleman, Beatrice	Issue Dept.	27.00	28.00	1.00	Permanent
Collins, Katherine	South Boston Br.	23.00	25.00	2.00	Permanent
Connell, Grace	Memorial Br.	12.00	22.00	10.00	Prob. to Perm.
Connell, Marian L.	North End Br.	15.00	22.00	7.00	Prob. to Perm.

* Also on Regrading List

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Continued:

Connolly, John J.	Patent Dept.	\$ 20.00	\$ 23.00	\$ 3.00	Permanent
Connor, Mary	Roslindale Br.	18.00	22.00	4.00	Prob. to Perm.
Cooper, Charlotte	North End Br.	18.00	22.00	4.00	Prob. to Perm.
Cotton, Barbara M.	Auditing Dept.	20.00	22.00	2.00	Permanent
Cronin, Catherine J.	Buildings Dept.	18.00	20.00	2.00	Permanent
Daly, Mary F.	Branch Bindery Dept.	12.00	15.00	3.00	Prob. to Perm.
Day, Elmer E.	Jeffries Point Br.	15.00	22.00	7.00	Permanent
Diedrichs, Marjorie C.	Issue Dept.	11.00	14.00	3.00	Probationary
Di Sciullo, Philomena	Issue Dept.	11.00	12.00	1.00	Probationary
Dixon, Robert F., Jr.	Rare Book Dept.	12.00	15.00	3.00	Prob. to Perm.
Donovan, Agnes	Branch Dept.	12.00	15.00	3.00	Probationary
Doyle, Mary V.	Children's Dept.	27.00	28.00	1.00	Permanent
D'Rosario, William	Catalogue Dept.	12.00	13.00	1.00	Probationary
Dunn, Agnes	Charlestown Br.	25.00	27.00	2.00	Permanent
Eaton, Pauline	Statistical Dept.	13.00	15.00	2.00	Prob. to Perm.
Ellis, Marion M.	East Boston Br.	18.00	22.00	4.00	Prob. to Perm.
Esterberg, Ethel	Taneuil Br.	12.00	18.00	6.00	Prob. to Perm.
Fichter, Francis	Branch Dept.	20.00	22.00	2.00	Permanent
Fishburne, Ruth	Jeffries Point Br.	12.00	14.00	2.00	Probationary
Fleming, Alice	East Boston Br.	15.00	18.00	3.00	Prob. to Perm.
Fletcher, Harry C.	Catalogue Dept.	17.00	20.00	3.00	Permanent
Foley, Ruth A.	Issue Dept.	12.00	13.00	1.00	Probationary
Foy, Mary S.	Statistical Dept.	14.00	16.00	2.00	Prob. to Perm.
Gallert, Rosalie	Mattapan Br.	15.00	20.00	5.00	Prob. to Perm.
Gilmartin, Sylvia H.C.	Business Br.	22.00	23.00	1.00	Permanent
Ginsberg, Ada	Issue Dept.	12.00	13.00	1.00	Probationary
Goodwin, Ruth	Uphams Corner Br.	20.00	22.00	2.00	Permanent
Gordon, Elizabeth	East Boston Br.	27.00	29.00	2.00	Permanent
Green, Evelyn	Rosbury Crossing Br.	26.00	27.00	1.00	Permanent
Green, Samuel	Periodical Room	15.00	16.00	1.00	Permanent
Griffin, Helen A.	Periodical Room	25.00	26.00	1.00	Permanent
Hackett, Mary	South Boston Br.	28.00	29.00	1.00	Permanent
Halligan, Margaret M.	Issue Dept.	11.00	12.00	1.00	Probationary

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Continued

Hannon, Helen M.	City Point Br.	\$15.00	\$18.00	\$3.00	Prob. to Perm.
Harvey, Irene	Mattapan Br.	20.00	22.00	2.00	Permanent
Hoopes, Mary I.	Bates Hall Ref. Dept.	23.00	24.00	1.00	Permanent
Jeffers, Marie	Jeffries Point Br.	14.00	16.00	2.00	Prob. to Perm.
Kaminsky, Samuel	Information Dept.	15.00	16.00	1.00	Permanent
Kane, Thomas	Issue Dept.	10.00	11.00	1.00	Probationary
Kanter, Leonard J.	F. A. and Tech. Depts.	13.00	15.00	2.00	Prob. to Perm.
Karin, Alice	Orient Heights Br.	18.00	22.00	4.00	Permanent
Karin, Mary	East Boston Br.	27.00	29.00	2.00	Permanent
Kene, Caroline	Tyler Street Br.	27.00	32.00	5.00	Permanent
Kelley, James P.	Issue Dept.	11.00	12.00	1.00	Probationary
Killgoar, Louise	Mattapan Br.	15.00	22.00	7.00	Prob. to Perm.
Kingman, Marion	Dorchester Br.	39.00	40.00	1.00	Permanent
Koon, Gladys	Brighton Br.	12.00	16.00	4.00	Prob. to Perm.
Kovars, Lillian	West End Br.	12.00	18.00	6.00	Prob. to Perm.
Kurland, Mildred	West End Br.	27.00	29.00	2.00	Permanent
LaLiberte, Catherine	Br. : Bridery	15.00	20.00	5.00	Prob. to Perm.
Lange, Emilia	Issue Dept.	11.00	13.00	2.00	Probationary
Lasker, Etta	Mt. Pleasant Br.	17.00	22.00	5.00	Prob. to Perm.
Latimore, Laura	Dorchester Br.	20.00	22.00	2.00	Permanent
Lawrence, Myrtis	Andrew Square Br.	15.00	20.00	5.00	Prob. to Perm.
Lepie, Frances	Codman Square Br.	20.00	22.00	2.00	Permanent
LeVangie, Celeste	Branch Dept.	12.00	15.00	3.00	Prob. to Perm.
Levin, Sophie O.	South Boston Br.	20.00	22.00	2.00	Permanent
Levy, Evelyn	Branch Dept.	22.00	25.00	3.00	Permanent
Lombardo, Nickolena	North End Br.	16.00	20.00	4.00	Prob. to Perm.
Long, Mary L.	Issue Dept.	12.00	13.00	1.00	Probationary
Lynch, Joseph A.	Catalogue Dept.	20.00	24.00	4.00	Permanent
Lyon, Pauline	Brighton Br.	25.00	26.00	1.00	Permanent
Lyon, Sara	Hyde Park Br.	33.00	40.00	7.00	Permanent
McCarthy, Grace G.	Issue Dept.	11.00	14.00	3.00	Probationary
McCarthy, Margaret M.	Issue Dept.	11.00	12.00	1.00	Probationary
McDonald, May	Dorchester Br.	20.00	22.00	2.00	Permanent

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Continued

McDonough, Cecilia	Issue Dept.	\$11.00	\$12.00	\$1.00	Probationary
McDonough, Mary M.	Information Dept.	27.00	28.00	1.00	Permanent
McGillivuddy, James C.	Bates Hall Ctr. Desk	11.00	12.00	1.00	Probationary
McGonagle, Frances	Allston Br.	12.00	18.00	6.00	Prob. to Perm.
McLaughlin, Charles J.	F. A. and Tech. Depts.	13.00	15.00	2.00	Prob. to Perm.
McMahon, Mary	North End Br.	27.00	29.00	2.00	Permanent
McManus, Florence C.	Brighton Br.	26.00	27.00	1.00	Permanent
Machug, Edward	Classification	12.00	13.00	1.00	Probationary
Malitz, Frances	Brighton Br.	25.00	26.00	1.00	Permanent
Mason, Alice	Children's Dept.	15.00	20.00	5.00	Prob. to Perm.
Maxwell, Clara L.	South End Br.	35.00	40.00	5.00	Permanent
Melvin, Marion	Issue Dept.	11.00	12.00	1.00	Probationary
Merron, Dorothy J.	Business Br.	20.00	22.00	2.00	Prob. to Perm.
Michelson, Ruth	Uphams Corner Br.	12.00	22.00	10.00	Prob. to Perm.
Miller, Catherine	West Roxbury Br.	15.00	20.00	5.00	Prob. to Perm.
Moran, Helen	Boylston Br.	24.00	25.00	1.00	Permanent
Moran, Veronica	Memorial Br.	27.00	29.00	2.00	Permanent
Morgan, Margaret	Memorial Br.	20.00	22.00	2.00	Permanent
Murphy, Margaret	Mattapan Br.	15.00	20.00	5.00	Prob. to Perm.
Mulloney, Arthur W.	Issue Dept.	11.00	14.00	3.00	Probationary
Mulloney, Helen	South End Br.	15.00	20.00	5.00	Permanent
Murphy, Charles W.	Stock Purchasing Dept.	11.00	12.00	1.00	Probationary
Murphy, Frederick L.	Eng. & Jan. Dept.	15.00	18.00	3.00	Permanent
Murphy, Jean	Issue Dept.	12.00	13.00	1.00	Probationary
Murtagh, Patrick D.	Bates Hall Ctr. Desk	12.00	13.00	1.00	Probationary
Nason, Ralph	Kristein Br.	22.00	24.00	2.00	Permanent
* Nichols, Mary	Jeffries Point Br.	29.00	32.00	3.00	Permanent
Nicholson, Natalie N.	Business Br.	20.00	22.00	2.00	Prob. to Perm.
* Nourse, Dorothy	Dorchester Br.	25.00	28.00	3.00	Permanent
Nustila, Irene A.	South Boston Br.	13.00	18.00	5.00	Prob. to Perm.
O'Brien, Helen M.	Issue Dept.	11.00	12.00	1.00	Probationary
O'Hara, Francis P.	Periodical Dept.	20.00	23.00	3.00	Prob. to Perm.
O'Hara, William F.	Book Purchasing Dept.	22.50	24.00	1.50	Permanent

* Also on Regrading List.

October 5, 1934

Continued

O'Melia, Pauline B.	Roslindale Br.	\$4.00	\$20.00	\$6.00	Prob. to Perm.
Palmer, Beatrice M.	Dorchester Br.	15.00	22.00	7.00	Prob. to Perm.
Pech, Edna	Phillips Brooks Br.	28.00	30.00	2.00	Permanent
Pecella, Margaret	Jeffries Point Br.	15.00	22.00	7.00	Prob. to Perm.
Petrie, Roy	Issue Dept.	12.00	13.00	1.00	Probationary
Pezzati, Albert	Branch Dept.	17.00	18.00	1.00	Permanent
Presente, Mildred	Jeffries Point Br.	15.00	20.00	5.00	Prob. to Perm.
Rea, Mary A. F.	Bk. Purch. Dept.	15.00	20.00	5.00	Prob. to Perm.
Rizzotto, Mary	Dorchester Br.	20.00	22.00	2.00	Permanent
Roberts, Ruth B.	Bk. Selection Dept.	24.00	25.00	1.00	Permanent
Ross, Hazel	Uphams Corner Br.	12.00	22.00	10.00	Prob. to Perm.
Rousseau, Ernest	Shipping Dept.	12.00	13.00	1.00	Permanent
Ryan, Helen M.	Binding Dept.	23.00	25.00	2.00	Permanent
Sagoff, Maurice	West End Br.	13.00	18.00	5.00	Prob. to Perm.
Saver, Adele L.	Registration Dept.	20.00	23.00	3.00	Permanent
Scannell, Geraldine D.	Roslindale Br.	15.00	22.00	7.00	Prob. to Perm.
Scully, Russell A.	Cat. & Class. Dept.	21.00	23.00	2.00	Permanent
Sensick, Salomia	Information Dept.	23.00	24.00	1.00	Permanent
Serez, Frederic	Newspaper Dept.	35.92	36.92	1.00	Permanent
Shaw, Dorothy P.	Periodical Room	27.00	28.00	1.00	Permanent
Smart, Pearl	Mt. Bowdoin Br.	39.00	40.00	1.00	Permanent
Stanton, Martha	Issue Dept.	11.00	12.00	1.00	Probationary
Sullivan, Katherine G.	Bates Hall Ctr. Desk	27.00	29.00	2.00	Permanent
Tee, Mary P.	Business Br.	27.00	28.00	1.00	Permanent
Tice, Isabella L.	Cat. & Class. Dept.	20.00	22.00	2.00	Permanent
Toohy, Geraldine	Memorial Br.	15.00	22.00	7.00	Probationary
Treacy, Margaret E.	Auditing Dept.	20.00	22.00	2.00	Permanent
Vassalo, Carolyn	Fellows Ctr. Br.	20.00	22.00	2.00	Prob. to Perm.
Wadsworth, Irene J.	Boylston Br.	20.00	22.00	2.00	Prob. to Perm.
Walsh, Anna	Allston Br.	15.00	20.00	5.00	Prob. to Perm.
Walsh, Chester R.	Binding Dept.	25.00	30.00	5.00	Permanent
Walsh, Esther E.	Registration Dept.	15.00	18.00	3.00	Prob. to Perm.
Warner, Rosalyn S.	Tyler Street Br.	18.00	22.00	4.00	Prob. to Perm.

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Continued

Waters, Alice	Allston Br.	\$23.00	\$25.00	\$2.00	Permanent
West, Frances L.	West Roxbury Br.	15.00	22.00	7.00	Prob. to Perm.
White, Gladys R.	Mt. Bowdoin Br.	15.00	22.00	7.00	Prob. to Perm.
Williams, John	North End Br.	25.00	33.00	8.00	Permanent
Wilson, Florence C.	Bk. Purch. Dept.	15.00	20.00	5.00	Prob. to Perm.
Woodworth, Kathleen M.	F. A. & Tech. Dept.	22.00	24.00	2.00	Permanent
Wright, Christine	Issue Dept.	12.00	13.00	1.00	Probationary
Jeerson, Sara	Lower Mills Br.	15.00	22.00	7.00	Prob. to Perm.

Step - Rate Increases through Promotion

Name	Dept. or Branch	Present Basic	Future Basic	Increase	Status
Barry, Elizabeth G.	Statistical Dept.	\$30.00	\$35.00	\$5.00	Permanent
Dello Russo, Michael A.	Binding Dept.	12.00	21.00	9.00	Permanent
Hoey, Lawrence F.	Newspaper Dept.	15.00	20.00	5.00	Prob. to Perm.
Kalish, Abraham H.	Catalogue Dept.	24.00	28.00	4.00	Permanent
Manning, Anna L.	Teachers' Dept.	31.00	33.00	2.00	Prob. to Perm.
Sheehan, Frances W.	Bates Hall Ctr. Desk	12.00	15.00	3.00	Probationary
Smith, Herbert S.	Music Dept.	15.00	18.00	3.00	Prob. to Perm.
Starr, Aaron A.	Catalogue Dept.	18.00	22.00	4.00	Prob. to Perm.
Tomasello, Frances B.	Catalogue Dept.	20.00	24.00	4.00	Permanent
True, Olive F.	Classification Dept.	18.00	24.00	6.00	Permanent

Step - Rate Increases through Upgrading in Branch Libraries

Name	Dept. or Branch	Present Basic	Future Basic	Increase	Status
Albert, Katie F.	Jamaica Plain Br.	\$35.00	\$40.00	\$5.00	Permanent
Boudreau, Elizabeth	Allston Br.	28.00	29.00	1.00	Permanent
* Chandler, Esther	Brighton Br.	28.00	29.00	1.00	Permanent
Connell, Gertrude L.	Faneuil Br.	32.00	35.00	3.00	Permanent
Hodgman, Svea M.	Jamaica Plain Br.	26.00	27.00	1.00	Permanent
Leffgren, Gertrude E. M.	Hyde Park Br.	28.00	29.00	1.00	Permanent
Morrissey, Helen L.	City Point Br.	32.00	37.00	5.00	Permanent
Muldoon, Katherine	Allston Br.	35.00	40.00	5.00	Permanent
* Nichols, Mary U.	Jeffries Point Br.	32.00	33.00	1.00	Permanent

* Also on Step - Rate List, Ordinary

October 5, 1934

Continued

* Nourse, Dorothy	Dorchester Br.	\$28.00	\$29.00	\$1.00	Permanent
Cruitt, Alice B.	Jamaica Plain Br.	28.00	29.00	1.00	Permanent
Peterson, Ellen C.	Hyde Park Br.	28.00	29.00	1.00	Permanent
Sather, Katrina	Brighton Br.	35.00	40.00	5.00	Permanent
Sullivan, Mary M.	Parker Hill Br.	32.00	40.00	8.00	Permanent
Wetherald, Isabel E.	Lower Mills Br.	30.00	31.00	1.00	Permanent

Members of the Staff in the Probationary Service recommended for
appointment to the Permanent Service.

Name	Department or Branch
Abramson, Rosalie	West End Br.
Ahern, Elizabeth M.	Comptroller's Office
Andrievsky, Harry	Branch Issue Dept.
Bailey, Edith H.	Phillips Brooks Br.
Blodgett, Mary H.	Brighton Br.
Brawley, Florence C.	Issue Dept.
Brennan, Helen A.	Charlestown Br.
Chalifoux, Mildred A.	Executive Dept.
Clarke, Lillian (Mrs.)	Tyler St. Br.
Conlin, Elena	Executive Br.
Connell, Grace	Memorial Br.
Connell, Marian L.	North End Br.
Connor, Mary E.	Poolindale Br.
Cooper, Charlotte R.	North End Br.
Daly, Mary F.	Branch Bindery Dept.
DeLory, Joseph S.	West End Br.
Dixon, Robert F., Jr.	Rare Book Dept.
Eaton, Pauline	Statistical Dept.
Edson, Gregory J.	Executive Dept.
Ellis, Marion M.	East Boston Br.
Esterberg, Ethel	Faneuil Br.
Feinberg, Esther J.	Fine Arts Dept.
Fleming, Alice	East Boston Br.

* Also on Step-Rate List, Ordinary

October 5, 1934

Continued

Foy, Mary S.
Gallert, Rosalie L.
Glidden, Katherine M.
Green, Mildred Mabel.
Harmon, Helen M.
Hoey, Lawrence F.
Jeffers, Marie A.
Kalish, Abraham H.
Kanter, Leonard J.
Kehoe, Mary J.
Kerrigan, John J.
Killgoar, Louise
Kneeland, Alberta P.
Koon, Gladys L.
Kovars, Lillian E.
LaLiberte, Catherine M.
Lasker, Etta
Lawrence, Myrtle R.
Leonard, Marian
Le Vangie, Celeste
Lombardo, Nickolena
McGonagle, Frances W.
McLaughlin, Charles J.
Mason, Alice
Morrow, Dorothy J.
Michelson, Ruth
Miller, Catherine
Mulcahy, Margaret L.
Nicholson, Natalie N.
Nuitila, Irene A.
O'Hara, Francis P.
O'Melia, Pauline P.
Palmer, Beatrice M.

Statistical Dept.
Mattapan Br.
Comptroller's Office
Codman Sq. Br.
City Point Br.
Newspaper Dept.
Jeffries Point Br.
Catalogue Dept.
Fine Arts & Tech.
Rare Book Dept.
Brighton Br.
Mattapan Br.
Uphams Corner Br.
Brighton B.
West End Br.
Branch Bindery Dept.
Mt. Pleasant Br.
Andrew Sq.
Jamaica Plain Br.
Branch Issue Dept.
North End Br.
Allston Br.
Fine Arts & Tech.
Children's Dept.
Business Br.
Uphams Corner
West Roxbury Br.
Mattapan Br.
Business Br.
South Boston Br.
Periodical Dept.
Poolindale Br.
Dorchester Br.

October 5, 1934

Continued

Pesella, Margaret	Jeffries Point Br.
Presente, Mildred E.	Jeffries Point Br.
Rea, Mary A. F.	Book Purchasing Dept.
Rosa, Hazel C.	Mt. Pleasant Br.
Sagoff, Maurice	West End Br.
Scannell, Geraldine D.	Roslindale Br.
Sheehan, Frances W.	Bates Hall C. D.
Smith, Herbert S.	Music Dept.
Starr, Aaron A.	Catalogue Dept.
von Urff, Harrison A.	Technology
Vassalo, Carolyn E.	Fellowes Athenaeum
Wadsworth, Irene J.	Boylston Br.
Walsh, Anna J. C.	Allston Br.
Walsh, Esther E.	Registration Dept.
Warner, Rosalyn S.	Tyler St. Br.
Webb, Harry E.	Buildings Dept.
West, Frances L.	West Roxbury Br.
White, Gladys B.	Mt. Bowdoin
Wilson, Florence E.	Book Purchasing Dept.
Jeserson, Sara	Lower Mills Br.

Total 76

October 19, 1934

Friday, October 19, 1934

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Buxton, Kristain, and Sedgwick.

The Vice President, Mr. Buxton, in the chair.

The record of the regular meeting of October 5, 1934 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him, and to be placed on file, miscellaneous supplies for the Library in the amount of \$16,145.64.

The following bills, having been approved by the Director and the Vice President, were allowed and ordered paid: the October 31st draft chargeable to the General Appropriation in the amount of \$19,814.29, and

October 19, 1934

to Trust Funds Income in the amount of \$722.34, and a special draft, chargeable to the General Appropriation in the amount of \$1,000.

Circular Letters Nos. 15 and 16 from the Mayor's Office were read and ordered placed on file.

On motion of Mr. Sedgwick it was

Voted: that the Director be requested to represent the Library at the mid-winter meeting of the American Library Association to be held at Chicago on December 27-29, 1934, his expenses to be paid by the Library.

The Director reported that, in accordance with the wish of the Board as expressed at its last meeting, Mr. Kristain and he had conferred in the matter of using a portion of the income from the Louis E. Kristain Fund toward the preparation of a subject catalogue for the Business Branch. Mr. Kristain having stated his approval of such action, it was, on motion of Mr. Sedgwick,

Voted: that the Director be authorized to expend an amount not exceeding one thousand dollars (\$1000.) from the income of the Louis E. Kristain Fund toward the preparation of a subject catalogue for the Business Branch.

The Director announced the resignation of Miss Elizabeth Ahern, Assistant in the Comptroller's Office.

The Director recommended the appointment of Miss Margaret Munsterberg to the permanent service of the Library, and it was

Voted: that there be confirmed the appointment to the permanent service of the Library of Margaret Munsterberg, Assistant in the Rare Book Department, at \$30 per week, subject to the salary reductions (10%) set forth in Circular Letter No. 19 from the Mayor's Office under date of April 21, 1933. Miss Munsterberg having passed the requisite examinations for appointment and having completed six months' probationary service in the Library.

The Director stated that, by reason of the appointment of Richard G. Hensby to the position of Acting Chief Librarian of the Reference Division, there had been left a vacancy in the position of Supervisor of Special Reference Departments. He recommended that Francis J. Hangan, at present Assistant-in-Charge of the Periodical Department, be appointed to this vacancy. On motion of Mr. Sedgwick it was

October 19, 1934

Voted: that Francis J. Hannigan be, and hereby is, appointed Supervisor of Special Reference Departments, at a salary of \$4000 a year, subject to the salary reductions set forth in Circular Letter No. 19 from the Mayor's Office under date of April 28, 1933.

Dissolved:

Elizabeth B. Brockunier
Clerk.

November 2, 1934

Friday, November 2, 1934

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Ruston, Hall, Krinstein, O'Connell, and Sedgwick.

The President, Cardinal O'Connell, in the chair.

The Board was honored with the presence of the Mayor of the City of Boston, the Honorable Frederick W. Mansfield.

The record of the regular meeting of October 19, 1934 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$13,736.96.

Notice of a claim filed with the City Clerk by Gertrude Myers for damage to property at 14 Houghton Street, adjacent to the Mattapan Branch Library, was read and ordered placed on file.

On recommendation of the Director it was

Voted: that there be granted to Katie F. Albert, Librarian of the Jamaica Plain Branch Library, leave of absence without loss of pay for three months, because of illness certified by her physician, and Miss Albert having been in the service of the library for 51 years.

The Director stated that, in the absence of the President, the Vice President and he had on November 1st submitted the 1935 budget estimates for the Library Department to His Honor the Mayor. He stated that the total of the estimates for 1935 was in the amount of \$1,276,552.75. There then followed a general discussion of the more important items making up these estimates.

November 2, 1934

The Director reported that, as directed by the Board at its last meeting, he had requested from the Executor of the Josiah H. Benton Estate a statement as to the present status of the so-called "building fund" established by Colonel Benton in favor of the Library. He stated that he had had a conference in the matter with the Executor, Mr. Arthur T. Clarke, and that the latter had informed him that the accumulation of the fund as provided in Colonel Benton's will was progressing at a rate which would probably make it available for use by the Library in approximately ten years' time from date.

Dissolved:

Elizabeth B. Brockunier
Clerk.

November 16, 1934

Friday, November 16, 1934

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Hall, O'Connell, and Sedgwick.

The record of the regular meeting of November 2, 1934 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$9,038.47.

The following bills, having been approved by the Director and the Vice President, were allowed and ordered paid: the November 30th draft, chargeable to the General Appropriation in the amount of \$27,675.01, and to Trust Funds Income in the amount of \$557.81, and special drafts, chargeable to the General Appropriation in the amount of \$5,197.64.

An order from the City Council, under date of October 15, 1934, with reference to securing a branch library at Bowdoin Street, Ward 15, was read and the Director was requested to acknowledge the same and to state the policy of the Trustees relative to the establishment of new branch libraries.

On recommendation of the Director it was

Voted: that there be confirmed the appointment to the permanent service of the Library of John Carroll, Assistant in the

November 16, 1934

Statistical Department, at \$18.00 per week, subject to the salary reductions (5%) set forth in Circular Letter #19 from the Mayor's Office, under date of April 21, 1933, Mr. Carroll having passed the requisite examinations for appointment and having completed six months' probationary service in the Library.

A request received from members of the staff for permission to hold a Staff New Year's Party in the Central Library on the evening of January 1, 1935 was granted.

The Director brought to the attention of the Board a proposal by the School Department to charge the Library Department for the use of the quarters occupied by the Memorial Branch Library in the Memorial High School in Roxbury. He stated that there had been held a conference with Mr. Patrick Campbell, Superintendent of Schools, and Mr. Alexander Sullivan, Business Manager of the School Department, as a result of which it had been agreed that, in view of the services rendered to the School Department by the Library Department, the matter would not be pressed further by the School Department.

Mr. Hall reported upon progress in his negotiations in the matter of the Benton will case since the last meeting of the Board. There then followed discussion of the several points presented by Mr. Hall.

Upon Mr. Hall's recommendation that formal action should be taken by the Board to empower him and his associates of the firm of the firm of Choate, Hall and Stewart to carry on negotiations in the matter, it was

Voted: that the firm of Choate, Hall and Stewart, attorneys at law, now representing the Trustees of the Public Library in the case of Arthur F. Clarke, Trustee, vs. Trustees of the Public Library of the City of Boston, et al, a proceeding in equity now pending in the Probate Court for Suffolk County, numbered 176,685 upon the files of said Court, relating to the disposition of certain residuary bequests and trusts under the will of Josiah H. Benton, late of Boston, be, and the said attorneys hereby are, authorized and directed to negotiate and confer with Arthur L. Kinsolving as he is Rector of Trinity Church in the City of Boston, or his attorneys, with a view to the preparation of an agreement of compromise and settlement of any and all differences and controversies between the Trustees of the Public Library, and

November 16, 1934

the said Rector of Trinity Church touching and concerning the construction of the will of the said Josiah H. Benton, and the administration and/or disposition of the bequests and trusts made thereunder in which the respective parties are interested; any such agreement of compromise and settlement to be submitted to the Trustees of the Public Library for their consideration and approval with respect to the terms thereof before acceptance by the said Trustees of the Public Library.

Dissolved:

Elizabeth B. Brockunier
Clerk.

Friday, December 7, 1934

December 7, 1934

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Krinstein and O'Connell.

The President, Cardinal O'Connell, in the chair.

In view of the lack of a quorum the following action was taken, subject to confirmation of the members of the Board as evidenced by their written approval to these minutes.

The record of the regular meeting of November 16, 1934 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$4,652.10.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the November 30th draft, chargeable to the General Appropriation in the amount of £44:19:5, of Pinks 163.25, of Pesetas 10.60, and chargeable to Trust Funds Income in the amount of £140:12:6, of Pinks 1777.20, of Lire 2175.90, of Francs 1183.75, of Pesetas 30.50; also, the December 31st draft, chargeable to the General Appropriation in the amount of \$813.93, and special drafts, chargeable to the General Appropriation, in the amounts of \$795.49 and of \$784.00.

Notice of a claim filed with the City Clerk by Dorothy E. Hurley for injury to a coat incurred on the premises of the Faneuil Branch Library, was read and ordered placed on file.

December 7, 1934

The Director announced the resignation of Walter Cahill, Apprentice in the Binding Department.

The Director announced the retirement of Mary A. Hopkins, Cleaner, in the service of the Library for 23 years, and of Emil L. Hofman, Pressman in the Printing Department, in the service of the Library for 24 years. He stated that, due to difficulty in filling the vacancy caused by the retirement of Mr. Hofman, he recommended that the services of Mr. Hofman be retained for a brief period after the date of his retirement, while negotiations were being completed with the Civil Service Commission for a successor. It was therefore

Noted: that there be continued the services of Emil L. Hofman, Pressman, Printing Department, after his retirement on November 30, 1934, and until arrangements for appointing a successor can be completed.

The Director stated that, by reason of the appointment of James W. Kenney to the position of Acting Comptroller, there had been left a vacancy in the position of Chief of the Binding Department. He recommended that James P. Moers at present Foreman in the Binding Department, be appointed to this vacancy. On motion of Mr. Kirstein it was

Noted: that James P. Moers be, and hereby is, appointed Chief of the Binding Department at a salary of \$3000 per annum, subject to the salary reductions (15%) set forth in Circular Letter #19 from the Mayor's Office under date of April 21, 1933.

The Director also recommended that George W. Gallagher, Foreman in the Binding Department, be promoted to the position of Foreman, made vacant by the appointment of James P. Moers to the position of Chief of the Binding Department, and it was

Noted: that George W. Gallagher be, and hereby is, assigned to the duties of Foreman, Binding Department, at a weekly salary of \$45.00, subject to the salary reductions (15%) set forth in Circular Letter #19 from the Mayor's Office under date of April 21, 1933.

The Director stated that, in the presentation at the meeting of October 5th of a list of members of the staff eligible for step rate increases in pay, there had been omitted the names of certain individuals

December 7, 1934

to whom he believed there should be given such step rate increases in pay. It was therefore

Noted: that there be granted step rate increases in pay as noted below, in accordance with the executive order of the Mayor dated June 9, 1934, these increases to be retroactive to January 1, 1934, and the resulting salaries to be subject to the percentage reductions specified in Circular Letter #19 from the Mayor's Office under date of April 21, 1933.

Allan Angoff	\$18.00	to	\$22.00
Mary E. Kennedy	11.00	to	12.00
Agate M. Marvin	16.00	to	17.00
Bridie P. O'Connell	17.00	to	18.00
William J. Prescott, Jr.	10.00	to	11.00

The Director brought to the attention of the Board the fact that the name of an individual who had not passed the necessary qualifying examinations had been included in the appointments to the permanent service made at the meeting of October 5th, and it was

Ordered: that the records of the meeting of October 5, 1934 be corrected by the removal of the name of Alberta Kneeland from the list of individuals appointed to the Permanent Service of the Library, Miss Kneeland not having qualified for appointment and her name having been included by error in the list of individuals recommended for appointment.

The Director reported that there had been cause for dissatisfaction with the conduct of certain members of the E.P.A. personnel assigned to the projects under the direction of the Library, and that, upon complaint to the local E.P.A. Administrator, Colonel Thomas F. Sullivan, these individuals had been removed from the Library's E.P.A. project.

The Director brought to the attention of the Board a proposed disbursement procedure to be inaugurated by the City Auditor for all City Departments, beginning January 1, 1935.

The Director presented a communication from the Art Commission of the City of Boston relative to a proposed rearrangement of Copley Square. There followed a general discussion of the proposed plan. It was the sense of the Board that it had no objection to the proposed rearrangement as set forth in the plan submitted by the Art Commission.

The Director announced that the final meeting of the

December 7, 1934.

Examining Committee for 1934 would be held on December 17, 1934, when its report would be rendered to the President of the Board in his capacity as Chairman of the Examining Committee.

The Director stated that Mr. Hall, in his inability to be present because of illness, had sent word of the more recent developments in his negotiations for a settlement of the Benton will case. He then read a letter, from one of Mr. Hall's assistants in the case, in which the general terms for a final proposal for settlement of the case were outlined. An informal discussion then followed in which the two members of the Board present expressed their approval of these terms. The Director stated that he would communicate with Mr. Hall to this effect.

Dissolved:

Elizabeth B. Brockunier
Clerk.

I hereby confirm the above action as taken by Messrs. Kirstein and O'Connell on December 7, 1934, in the absence of a quorum.

/s/ Frank W. Buxton

/s/ John L. Hall

/s/ Louis E. Kirstein

/s/ Wm. Card. O'Connell

/s/ Elery Sedgwick

December 21, 1934.

Friday, December 21, 1934

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Hall, O'Connell, and Sedgwick.

The President, Cardinal O'Connell, in the chair.

The record of the regular meeting of December 7, 1934 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$4,415.32.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: an addition to the December 31st draft, chargeable to the General Appropriation, in the amount of

December 21, 1934

\$26,423.81, and to Trust Funds Income in the amount of \$937.06; and a special draft, chargeable to the General Appropriation, in the amount of \$5,813.74.

The Director reported that as a result of public advertising there had been received from two bidders proposals for the transportation service of the Library for the year 1935, as follows: the Egleston Square Auto Livery, Inc. in the amount of \$127.00 per week, and the Reynolds Contracting Co. in the amount of \$192.00 per week. The Director recommended that the contract be awarded to the lowest qualified bidder, the Egleston Square Auto Livery, Inc., this company having given satisfactory service during 1933 and 1934. It was

Voted: that there be awarded to the Egleston Square Auto Livery, Inc., of 1926 Columbus Avenue, Rosbury, as the lowest qualified bidder, the contract for the transportation of books and other material between the Central Library and the Branch Libraries for the year 1935, at the amount of \$127.00 per week.

The Director announced that there had been received a final payment for the Helen Lambert Fund, and, on motion of Mr. Sedgwick, it was

Voted: that there be added to the "Helen Lambert Fund in memory of Frederic and Louise Lambert" an additional payment of \$25.57 received from the estate of the late Helen Lambert and representing the final distribution of assets on account of the residuary interest of the Trustees in that estate.

The Director announced a proposed bequest from Michael F. Mahoney, 222 Riverside Drive, New York, N. Y., of the sum of \$2,000, the income of which would be used for the purchase of astronomical books.

The Director stated that Frank P. Bruno, Probationary Assistant, had become eligible for a step rate increase in pay on December 11, 1934, and recommended that this step rate increase be granted. It was therefore

Voted: that a step rate increase in pay in the amount of \$1.00 per week be granted to Frank P. Bruno, to date from December 11, 1934, in accordance with the executive order of the Mayor dated June 9, 1934, the resulting salary to be subject to the percentage reductions specified in Circular Letter #19 from the Mayor's Office under date of April 21, 1933.

December 21, 1934

The Director reported that the appointments in the Binding Department made at the last meeting had not been put into effect up to the present date, due to certain objections raised by the Civil Service Commission. The Director stated that he was conferring with the Corporation Counsel relative to the rights of the Trustees in the matter, and would make a report thereon at a later meeting.

The report of the Examining Committee for 1934 was presented for acceptance by the Board. It was declared accepted, and consideration was given to a number of its recommendations. The President stated that he had written to the members of the Committee individually to thank them for their interest, and had indicated in his letter that the Director would inform them from time to time of progress in carrying out such of the Committee's recommendations as proved possible.

The Director reported that on the preceding day the Acting Comptroller and he had had a preliminary conference with the Budget Commissioner in the matter of the budget for the Library Department for 1935; that the conference had proved satisfactory; and that there remained only a final confirming conference to be held with the Mayor early in January.

There was presented to the Trustees by Mr. Hall a draft agreement of compromise and settlement to be executed by and between the said Trustees, the Rector of Trinity Church in the City of Boston, Arthur F. Clarke, Trustee under the will of Josiah H. Benton, late of Boston, and the Attorney General of the Commonwealth of Massachusetts, which agreement provides for a compromise and settlement of the claims of the parties thereto in and to the residuary bequests made under Clause Twelfth of the Will of the said Josiah H. Benton.

Thereupon, on motion duly made and seconded, it was unanimously

Voted: that John L. Hall be and he hereby is authorized and empowered to execute on behalf of the Trustees an agreement of compromise and settlement containing provisions substantially in accord with those appearing in the draft presented to this meeting, with such additions and/or modifications not inconsistent with the general terms of settlement therein provided, as he may deem necessary, expedient or appropriate.

Dissolved:

Elizabeth B. Brockmeyer
Clerk.

January 4, 1935

Friday, January 4, 1935

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. O'Connell and Sedgwick.

The President, Cardinal O'Connell, in the chair.

In view of the lack of a quorum the following action was taken, subject to confirmation by the members of the Board as evidenced by their written approval to these minutes.

The record of the regular meeting of December 21, 1934 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$3,071.13.

Circular Letter No. 17 from the Mayor's Office was read and ordered placed on file.

The Director presented an Executive Order from the Mayor, under date of December 27, 1934, relative to the establishment of a new accounting procedure for all city departments as of January 1, 1935, which was read and ordered placed on file.

The Director announced an additional anonymous gift of \$50.00 for story telling, and on motion of Mr. Sedgwick it was

Voted: that the Board express its grateful thanks to the anonymous donor of the sum of \$50.00 for story telling in the public schools, the same to be carried on under the auspices of the Public Library and under the direct supervision of Alice M. Jordan, Supervisor of Work with Children; and that Mrs. Jordan be asked to express to the donor the grateful thanks of the Board for the interest and trust reposed in the work which the Library carries on in behalf of children.

There was presented a bill received from Theodore D. Money, former Comptroller of the Library, for four weeks vacation pay. It was ordered placed on file.

The Director announced that the salary reductions which the Mayor had put into effect for all city employees on April 21, 1933 had been terminated as of December 31, 1934.

The Director announced the death of Helen R. Needham, 2nd Assistant in the Boylston Branch Library, on December 24, 1934.

January 4, 1935

He was requested to communicate to the family of Miss Needham the sympathy of the Trustees and of the library administration in their loss.

He announced also the death of Cecilia W. Kueffner, Assistant in the Catalog Department of the Reference Division, also on December 24, 1934.

He was requested to communicate to the family of Miss Kueffner the sympathy of the Trustees and of the library administration in their loss.

The Director announced that George S. Maynard, Chief of the Special Libraries, had requested retirement as of January 31, 1935, for reasons of health, after eighteen years in the service of the Library. On motion of Mr. Sedgwick, it was

Voted: that George S. Maynard be given the title of Chief of the Special Libraries Emeritus, as of February 1, 1935.

On recommendation of the Director, it was

Voted: that there be granted to Alice B. Orcutt, 1st Assistant, leave of absence without loss of pay for two months dating from November 5, 1934, because of illness certified by her physicians, and Miss Orcutt having been in the service of the Library for 47 years.

and it was also

Voted: that there be granted to Helen L. Morrissey, Librarian of the City Point Branch Library, leave of absence without loss of pay for six weeks dating from December 1, 1934, because of illness certified by her physician, and Miss Morrissey having been in the service of the Library for 16 years.

The Director brought to the attention of the Board the cases of two members of the staff who by reason of illness are in need of financial assistance, and, on his recommendation, it was

Voted: that there be paid to Mrs. Elizabeth W. Forbes, Assistant, the sum of \$72.00 from the income of the Alice Lincoln Whitney Fund.

and also

Voted: that there be paid to Herbert S. Smith, Assistant, the sum of \$72.00 from the income of the Alice Lincoln Whitney Fund.

There was presented to the Board a letter from the Boston Public Library Employees Benefit Association requesting recognition of its Service Council. In reply thereto the Director was authorized to state

January 4, 1935

that the recognized agent and representative of the Trustees is the Director; that there should be presented to him any matter on which a hearing is desired, either by an individual member of the library staff or by any group of members of the staff, including the Service Council of the Employees Benefit Association; and that, in the event that it should be felt that justice were not obtained from the Director in his disposition of any case, formal application for a hearing might then be made to the Trustees.

Dissolved:

Elizabeth B. Brockmanier
Clerk.

I hereby confirm the above action as taken by Messrs. O'Connell and Sedgwick on January 4, 1935, in the absence of a quorum.

/s/ Frank W. Burton

/s/ John L. Hall

/s/ Louis E. Krinstein

/s/ W. Card. O'Connell

/s/ Ellery Sedgwick

Friday, January 18, 1935

January 18, 1935

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Hall and Sedgwick.

In the absence of the President and Vice President, Mr. Sedgwick in the chair.

In view of the lack of a quorum the following action was taken, subject to confirmation by the members of the Board as evidenced by their written approval to these minutes.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$5,088.28.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the December 31st supplementary draft, chargeable to the General Appropriation in the amount of \$37,077.53, and special drafts chargeable to the General Appropriation in the amount of \$456.76; and the January 31st draft, chargeable to the

Page skipped inadvertently.

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January 18, 1935.

General Appropriation in the amount of \$6,224.23, chargeable to Trust Funds Income in the amount of \$185.50, and a special draft chargeable to Trust Funds Income in the amount of \$72.00.

The Director reported that he had been in communication with Mr. Michael F. Mahoney relative to his proposed bequest of the sum of \$2000 to the Library, as announced at the meeting of December 21, 1934. The Director stated that Mr. Mahoney had suggested that he would like to have from the Trustees a statement of their willingness to accept his proposed bequest; and on motion duly made and seconded, it was

Voted: that the Trustees of the Public Library of the City of Boston extend to Michael F. Mahoney, a former member of the Boston Fire Department, their grateful thanks for his proposed bequest of the sum of two thousand dollars (\$2000) for the establishment of the Michael F. Mahoney Fund, the principal amount of which is to be kept intact and the annual income accruing therefrom to be used for the purchase of books in the general field of astronomy for popular use, and that he be assured of the willingness of the Trustees to accept such bequest when it becomes available.

The Director announced that Alice B. Orcutt, First Assistant, Jamaica Plain Branch Library, had requested retirement as of January 31, 1935 for reasons of health, after forty-seven years in the service of the Library.

On recommendation of the Director, it was

Voted: that there be granted to Elizabeth G. Barry, Assistant, leave of absence without loss of pay for two months dating from December 14, 1934, because of illness certified by her physician, and Miss Barry having been in the service of the Library for 14 years.

and

Voted: that there be granted to Gertrude E. M. Leifgren, First Assistant, leave of absence without loss of pay for four weeks dating from January 2, 1935, because of illness certified by her physician, and Miss Leifgren having been in the service of the Library for 22 years.

The Director reported that to date it had not been possible to put into effect the action taken by the Board at its meeting of December 7, 1934 in naming a Chief of the Binding Department and a Foreman in the Binding Department, certain objections thereto having been raised by the

January 18, 1935.

Civil Service Commission, even though the rights of the Trustees in the matter had been presented informally by a representative of the Law Department of the City. He stated that, because of the position taken by the Civil Service Commission, he had formally requested from the Corporation Council an opinion as to the rights of the Trustees in the matter. He stated that he would report to the Board thereon as soon as possible and that in the meantime he was notifying the Civil Service Commission that the matter was before the Trustees for their consideration.

The Director reported in detail upon the E.P.A. projects being carried on under the direction of the Library. He stated that the local E.P.A. Administrator for Boston, Colonel Thomas F. Sullivan, had made a visit of inspection to them the day before and had expressed satisfaction with the manner in which the Library was carrying on the projects.

Mr. Hall announced that there had been completed the detailed arrangements in the settlement of the Benton Will case and that there shortly would be presented to the Board for ratification the agreement in its final form.

Dissolved:

Elizabeth B. Brockunier
Clerk.

I hereby confirm the above action as taken
by Messrs. Hall and Sedgwick on January 18,
1935 in the absence of a quorum.

1/s/ Frank W. Buxton
1/s/ John L. Hall
1/s/ Louis E. Kirstein
1/s/ W. Card. O'Connell
1/s/ Ellery Sedgwick

Friday, February 1, 1935.

February 1, 1935

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p. m.

Present: Messrs. Buxton and Kirstein.

The Vice President, Mr. Buxton, in the chair.

February 1, 1935

In view of the lack of a quorum the following action was taken, subject to confirmation by the members of the Board as evidenced by their written approval to these minutes.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$1,814.57.

The following bills, having been approved by the Director and the Vice President, were allowed and ordered paid: the December 31st supplementary draft, chargeable to the General Appropriation, in the amount of \$37,369.23; the January 31st draft, chargeable to the General Appropriation, in the amount of \$1,273.03; and a special draft, chargeable to the General Appropriation, in the amount of \$100.00.

The Director reported that in the inability of the President and the Vice Presidents to do so Mr. Kirstein had signed the contract for the transportation of books and other library materials for 1935 and that it was necessary that this action be ratified by the Board. It was therefore

Voted: that the act of Louis E. Kirstein, as Trustee of the Public Library of the City of Boston, in making, entering into, and signing, on behalf of the Trustees of the Public Library of the City of Boston, a certain transportation contract dated January 10, 1935, with the Egleston Square Auto Hivery, Inc., be and hereby is ratified and affirmed.

In order to avoid future difficulties in the signing of contracts, the Director recommended that there be passed an enabling vote, and it was

Voted: that, until the next annual meeting, the President, or Vice President, or, in the inability of either, any member of the Board of Trustees, be and hereby is authorized to sign contracts entered into by the Board.

On recommendation of the Director, it was

Voted: that there be granted to Timothy C. Harrington, Janitor, leave of absence without loss of pay for four weeks from December 26, 1934, because of illness certified by his physician, and Mr. Harrington having been in the service of the Library for 13 years.

The Director brought to the attention of the Board the cases of two members of the staff who by reason of illness are in need of financial assistance, and, on motion of Mr. Kirstein, it was

February 1, 1935.

Voted: that there be paid to Charles E. Hardy, Janitor, the sum of \$66 from the income of the Alice Lincoln Whitney Fund.

and also

Voted: that there be paid to John J. Kenney, Watchman, the sum of \$83 from the income of the Alice Lincoln Whitney Fund.

The Director stated that the Mayor's Office had requested a list of projects which the Library Department might undertake as its part of the City's contribution to a national program for re-employment. He suggested that there be included in such a list the continuance of the shelf list project now being carried on under the auspices of the Library with the aid of F.C.R.A. funds, and that upon completion of this there might well be taken steps toward a reclassification of the Library's book collections. There was also suggested for consideration the construction of new branch library buildings to replace present rented quarters and the replacement of worn-out or obsolete equipment by new equipment. The Director was requested to investigate these possibilities and report thereon at a subsequent meeting.

Dissolved:

Elizabeth B. Brockunier
Clerk.

I hereby confirm the above action as taken by Messrs. Buxton and Kirstein on February 1, 1935 in the absence of a quorum.

1/5 Frank W. Buxton

1/5 John L. Hall

1/5 Louis E. Kirstein

1/5 W. Card O'Connell

1/5 Elery Sedgwick

Friday, March 1, 1935

Tuesday, March 1, 1935

A regular meeting of the Corporation was held in the Trustees' Room at 4.15 o'clock p.m.

Present: Messrs. Buxton, Hall, Kirstein, and Sedgwick.

The Vice President, Mr. Buxton, in the chair.

March 1, 1935

The records of the regular meetings of January 4 and 16, and February 1, 1935, as presented were approved.

The supply list of February 15th, which had been authorized by the Vice President since the preceding meeting, was approved in the amount of \$3,432.89. There was also approved the supply list of March 1st in the amount of \$1,703.08.

The following bills, having been approved by the Director and the Vice President, were allowed and ordered paid: the February 25th draft, chargeable to the General Appropriation, in the amount of \$20,388.94, and, chargeable to Trust Funds Income, in the amount of \$1,222.85; and special drafts, chargeable to Trust Funds Income, in the amounts of \$66.00 and \$83.00.

Circular Letters No. 18 and No. 19 from the Mayor's Office were read and ordered placed on file.

On recommendation of the Director, it was

Voted: that there be granted to Samuel A. Chevalier, Chief of Cataloging and Classification Department, leave of absence without loss of pay for the period of January 11-April 30, 1935, because of illness, certified by his physician, and Mr. Chevalier having been in the service of the Library for 41 years.

and

Voted: that there be granted to Mary J. M. Boyle, Comptroller, leave of absence without loss of pay for four weeks from February 18, 1935, because of illness, certified by her physician, and Miss Boyle having been in the service of the Library for 32 years.

The Director brought to the attention of the Board the case of Charles E. Hardy, Janitor, who by reason of continued illness was in need of further financial assistance. He recommended a second grant from the Whitney Fund, for Mr. Hardy, in addition to the grant voted to him at the meeting of February 1, 1935; and it was therefore

Voted: that there be paid to Charles E. Hardy, Janitor, the sum of \$66.00 from the income of the Alid Lincoln Whitney Fund.

The Director reported that the appointment of a Chief and of a Foreman of the Binding Department, as voted at the meeting of December 7, 1934, had not been put into effect because of certain objections on the

March 1, 1935

part of the Civil Service Commission. Following a general discussion of the rights of the Trustees under their Act of Incorporation to make appointments to the Library's service, it was agreed by Mr. Hall that he would examine the legal position of the Trustees in the matter and report to the Board thereon.

The Director expressed to the Board deep appreciation for the efforts of Mr. Kirstein in aiding in the acquisition for the Business Branch of a certain publication of the Boston Real Estate Exchange not ordinarily available to libraries. He recommended that the volume be purchased from the income of the Kirstein Fund, and, on motion of Mr. Sedgwick, it was

Voted: that there be paid from the income of the Louis E. Kirstein Fund the sum of \$25.00 for the purchase of a copy of the volume "1934 Book of Assessed Values" for the Business Branch.

The Director reported that, in accordance with informal permission received from the Trustees, there had been presented the appeal of the Emergency Campaign of 1935 to the members of the library staff. He stated that according to their By-Laws a formal vote of the Trustees was necessary as authorization for such action. On motion of Mr. Sedgwick, it was

Voted: that the Director be authorized to take action for presenting to the members of the library staff the appeal of the Emergency Campaign of 1935, and to make whatever arrangements may prove necessary for expediting the collection of the amounts subscribed by the individual members of the staff.

Mr. Hall reported that he had recently discussed with Mr. Albert H. Wiggins, of New York City, the possibility of bequeathing to the Boston Public Library the valuable print collection which Mr. Wiggins had been forming during the past twenty years. It was Mr. Hall's belief that Mr. Wiggins tended to favor leaving it to the Boston Public Library, although he was being much pressed to leave it to certain libraries in New York City. It was agreed that Mr. Hall should communicate to Mr. Wiggins the interest of the Trustees in having the collection come to the Boston Public Library and assure him that they would be glad to make adequate provision for its housing and its display to the public. Mr. Hall stated that Mr. Wiggins had

March 1, 1935

expressed a desire that the Director examine the collection, and agreed to arrange with Mr. Wiggins for the Director to do so at Mr. Wiggins's convenience.

The Director brought to the attention of the Board the list of projects which he had submitted on behalf of the Library Department, at the request of the Mayor, as possibilities under the national program for re-employment. He stated that among these were the construction of buildings to house those branch libraries at present occupying rented quarters, the completion of the present F. C. R. A. shelf list project, the development of a reclassification on modern lines of the book collections of the Central Library, and the reproduction in reduced size of the bound files of newspapers, particularly those whose paper is disintegrating.

The Director presented a request for the use of the Central Library building for the evening of June 13, 1935 in connection with the national meeting of the Special Librarians Association to be held in Boston June 11-14, 1935, which was granted. It was agreed that the Director should communicate with the Trustees individually for the purpose of obtaining contributions toward defraying the cost of light refreshments to be served by the Library as host for this occasion.

After a discussion of possible individuals for membership on the Examining Committee for 1935, the following were named to the Committee, subject to their acceptance:

Mr. George Bramwell Baker
Mr. Walter B. Briggs
Mr. Earl J. Compton
Mr. Ralph Adams Cram
Miss Susan J. Gunn
Mr. Francis T. Hurley
Mr. Henry Jackson
Mr. Herbert F. Jenkins
Mr. Henry Lewis Johnson
Mr. Carl J. Keller
Mr. Arthur D. Little
Rev. Robert H. Lord
Mr. L. Lawrence Lowell
Mr. Charles D. Maginnis
Mr. George P. Nutter

Hon. James P. Parmenter
Mrs. Elizabeth W. Perkins
Mrs. Edward M. Pickman
Hon. Abraham C. Pisanoski
Mr. Robert Proctor
Mr. Philip Rhineland
Mr. Charles M. Rogers
Mrs. Arthur A. Shurcliff
Mrs. Francis E. Slattery
Rev. William M. Starnes
Mr. Charles H. Taylor
Mr. D. C. Updike
Dr. Henry P. Vieta
Mr. Charles F. Weed
Mrs. Frederick Winslow

A discussion took place relative to the possibility of improving the lighting of the Holy Grail mural paintings in the Abbey Room. The desire was expressed that action should be taken in the matter whenever financial conditions permitted.

The Director described the unsatisfactory method at present in effect for the payment of salaries within the Library. On his recommendation it was

March 1, 1935

Resolved: that the President of the Board (and/or the Vice President) and the Director be authorized to arrange for an improved method of making payments of salaries in the Library in place of the existing unsatisfactory arrangement.

Dissolved:

Elizabeth B. Brockunier
Clerk

Friday, March 22, 1935

March 22, 1935

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Buxton, Hall, Krutwin, and Sedgwick.

The Vice President, Mr. Buxton, in the chair.

The record of the regular meeting of March 1, 1935, as presented was approved.

The supply list of March 15th, which had been authorized by the Vice President, since the preceding meeting, was approved in the amount of \$1,798.88.

The following bills, having been approved by the Director and the Vice President, were allowed and ordered paid: the March 31st draft, chargeable to the General Appropriation in the amount of \$24,056.59, and to Trust Funds Income in the amount of \$1,189.55; and two Special Drafts, chargeable to Trust Funds Income in the amount of \$66.00, and to Special Appropriation Branch Libraries, Establishment of, in the amount of \$3.00.

The Director presented an Order of the City Council, adopted on March 4, 1935, requesting lavatory facilities at the Mattapan Branch Library. He stated that he had written to His Honor, in response to this order, that the policy of the Trustees was in general not to provide public lavatory facilities in the branch libraries. The Order was ordered placed on file.

The Director announced the retirement of William Connell, Binder, as of March 31, 1935, after 30 years in the service of the Library.

The Director announced the resignation of Mary P. Teale, Assistant at the Business Branch, as of March 28, 1935.

March 22, 1935

On recommendation of the Director it was

Voted: that there be granted to James S. Kennedy, Assistant, leave of absence without loss of pay for ten weeks from February 25, 1935, because of illness certified by his physician, and Mr. Kennedy having been in the service of the Library for 24 years.

The Director announced that the annual meeting of the American Library Association would be held in Denver from June 24 to 29, 1935, and on his recommendation it was

Voted: that there be granted to members of the library staff who are also members of the American Library Association leave of absence without loss of pay for attendance at the annual meeting of the American Library Association to be held in Denver from June 24 to 29, 1935, provided that such absence does not interfere with the requirements of the Library's service.

and it was further

Voted: that the Director be requested to represent the Library at the annual meeting of the American Library Association to be held in Denver from June 24 to 29, 1935, and that his expenses therefor be paid by the Library.

On recommendation of the Director it was also

Voted: that there be granted without loss of pay the necessary time for attending the annual meeting of the Massachusetts Library Club, to be held at Northampton on May 31, and June 1, 1935, to those members of the library staff who are also members of the Massachusetts Library Club, provided that such absence can be arranged without detriment to the Library's service.

and

Voted: that there be granted without loss of pay the necessary time for attending the annual meeting of the Special Libraries Association, to be held in Boston from June 11 to 14, 1935 to those members of the library staff who are also members of the Special Libraries Association, provided that such absence can be arranged without detriment to the Library's service.

The Director reported that the appeal of the Emergency Campaign of 1935 had been presented to the members of the Library Department; that out of the 563 full time members all but 19 had made subscriptions thereto; and that these subscriptions totaled \$6,374.29.

March 22, 1935

The Director reported that, in accordance with the instructions of the Board at its meeting of March 1st, he had gone to New York City to inspect the print collection of Mr. Albert H. Niggin, in connection with the possible bequest of this collection to the Boston Public Library. He stated that his inspection of the collection led him to believe that its acquisition by this Library would be distinctly desirable. He further stated that he was of the belief, as stated by Mr. Hall at a previous meeting, that Mr. Niggin tended to favor at the present time the leaving of his collection to the Boston Public Library. It was

Voted: that there be paid to Milton E. Lord, Director, the sum of \$24.90 expended by him on March 9-10, 1935 for traveling expenses to New York and return to inspect a certain collection proposed as a bequest to the Library.

The Vice President reported that there had been held on March 8, 1935 a luncheon conference on the 1935 budget of the Library Department, with Mr. Kirstein as host, at which there were present His Honor the Mayor, the Budget Commissioner, and the Corporation Counsel, and with the Library represented by Messrs. Buxton, Kirstein, Lord, and Kenney. He stated that certain reductions in the Library Department's budget as suggested by the Budget Commissioner had subsequently been more than met, and that the next step would be the hearing upon the budget itself before the Appropriations Committee of the City Council. He stated also that mention had been made at this conference of the position of the Trustees relative to the expenditure of the income of the Benton book fund, which had apparently been received sympathetically by His Honor the Mayor.

In accordance with his agreement at the last meeting an informal opinion was offered by Mr. Hall in regard to the legal position of the Trustees under their Act of Incorporation relative to their right to make appointments to the library service. In accordance therewith the Director was authorized to take whatever steps should prove necessary for effecting appointments to the vacant positions of Chief of the Binding Department and Foreman in the Binding Department.

The Director brought to the attention of the Board the need for relieving excess floor loads in the west wing of the Central Library building, as ordered by the Building Commissioner. He presented for

March 22, 1935

consideration a lot of possible changes in the allocation of departmental space that he believed would accomplish the above and bring at the same time an improvement in the Library's services to readers. After a general discussion of the proposed rearrangements, it was agreed that a committee consisting of Messrs. Buxton, Sedgwick, and Krinstein should study the matter further with the Director, with power to proceed to carry out those of the proposed changes that seemed desirable and for which financial provision existed. The Director stated that the Mayor had given his approval for utilizing for the above purpose the balances remaining in two funds of the Library Department; namely, that for Central Library Building, Foundation Improvements, etc. in the amount of \$19,747.96, and that for Central Library Building, Fireproofing Improvements, etc. in the amount of \$16,524.80. He stated also that the Budget Commissioner had suggested that estimates be obtained for the additional amounts beyond the above that the necessary changes would require, with a view to providing for these additional amounts by a loan order or by some other arrangement to be determined later.

Dissolved:

Elizabeth B. Brockmeyer
Clerk.

April 5, 1935

Friday, April 5, 1935

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Buxton, Hall, O'Connell, and Sedgwick.

The President, Cardinal O'Connell, in the chair.

The record of the regular meeting of March 22, 1935, as presented, was approved after certain changes had been made therein.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$2,355.01.

The following bills, having been approved by the Vice President and the Director, were allowed and ordered paid: the April 30th draft, chargeable to the General Appropriation, in the amount of \$236.23.

The Director announced the resignation of Miss Mildred R.

April 5, 1935.

Bradbury, Assistant in Charge, Fine Arts Department, to become Art Librarian of the Providence Public Library as of June 1, 1935.

The Director again brought to the attention of the Board the case of Charles E. Hardy, Janitor, whose continued illness rendered him in further need of financial assistance. He stated that Mr. Hardy's health was in such precarious condition that it was doubtful that he would ever be able to resume his duties in the Library and that he would probably have to seek retirement from the service. The Director recommended that a third and final grant from the Alice Lincoln Whitney Fund be given to Mr. Hardy, similar grants having previously been voted to him at the meetings of February 1 and March 1, 1935. On motion of Mr. Hall, it was

Voted: that there be paid to Charles E. Hardy, Janitor, the sum of \$66.00 from the income of the Alice Lincoln Whitney Fund.

The Director stated that he had been notified of his appointment by the American Library Association as one of the official delegates from the United States to the Second International Congress of Libraries and of Bibliography to be held at Madrid-Barcelona, Spain, from May 19-30, 1935; and, on motion of Mr. Buxton, it was

Voted: that the Director be requested to represent the Library at the meeting of the Second International Congress of Libraries and of Bibliography, to be held at Madrid-Barcelona, May 19-30, 1935.

The Director stated that the Boston Public Library Employees Benefit Association had voted at its annual meeting on April 2, 1935 to ask him to express to the Trustees the appreciation of the Benefit Association for the space allowed it in the Central Library building for its postcard counter and its appreciation also for the time allowed its members during library hours for attendance at the quarterly meetings of the Association.

Mr. Hall reported that since the last meeting of the Board he had received a letter from Mr. Albert H. Wiggins relative to the possible bequest of his print collection to the Boston Public Library, in which Mr. Wiggins stated that he would like to be assured by the Trustees of their willingness to preserve intact his collection and adequately house, display, and maintain it, should he decide to leave

April 5, 1935

it to the Boston Public Library. Following a discussion of the conditions set forth by Mr. Wiggins in his letter it was

Voted: that there be expressed to Mr. Albert H. Wiggins the grateful interest of this Board in the possibility of receiving by bequest for the Public Library of the City of Boston his collection of prints and related items such as drawings, sketches, paintings, and books pertaining to prints; that further there be given to Mr. Wiggins assurance of the willingness of the Board to designate such collection as "The Albert H. Wiggins Collection", to be kept intact as a collection and to be made available to the public without fee or charge in accordance with the general regulations laid down by the Board for the public use of the Library's collections; and that there also be given to Mr. Wiggins assurance of the Board's intention and ability adequately to house, display, and maintain said collection should it eventually come into its possession.

The President agreed to write Mr. Wiggins in expression of the interest of the Trustees in the proposed bequest and to transmit to him formally a copy of the above vote of the Board.

It was agreed that the next regular meeting of the Board be held on Friday, April 26, 1935.

The date for the first meeting of the Examining Committee for 1935 was set as Wednesday, April 24, 1935.

Dissolved:

Elizabeth B. Brockunier
Clerk.

April 26, 1935

Friday, April 26, 1935

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Buxton, O'Connell, and Sedgwick.

The President, Cardinal O'Connell, in the chair.

The record of the regular meeting of April 5, 1935, as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$3,525.44.

The following bills, having been approved by the Director and

April 26, 1935

the Vice President, were allowed and ordered paid: the April 30th draft, chargeable to the General Appropriation, in the amount of \$21,050.30, and, to Trust Funds Income, in the amount of \$799.43; and a special draft, chargeable to Trust Funds Income, in the amount of \$66.00.

Circular Letter No. 20 from the Mayor's Office, requesting data on names and addresses of married women in the employ of city departments, as well as upon the employment and salaries of their husbands, was read and ordered placed on file. The Director stated that he would reply to this Circular Letter with data relative to the married women employed in the Library Department in compliance as far as possible with the information requested.

The Director announced the retirement of Mrs. Katherine M. O'Gorman, Cleaner, as of April 30, 1935.

On recommendation of the Director it was

Voted: that there be granted to Clara L. Maxwell, Branch Librarian, South End Branch Library, leave of absence without loss of pay for four weeks from April 15, 1935, because of illness certified by her physician, and Miss Maxwell having been in the service of the Library for 18 years.

The Director brought to the attention of the Board the cases of two members of the staff who by reason of illness are in need of financial assistance, and, on motion of Mr. Buxton, it was

Voted: that there be paid to Marjorie A. O'Gorman, Children's Librarian, the sum of \$58 from the income of the Alice Lincoln Whitney Fund.

and also

Voted: that there be paid to Margaret E. Treacy, Assistant, the sum of \$44 from the income of the Alice Lincoln Whitney Fund.

On recommendation of the Director it was

Voted: that leave of absence for six weeks without loss of pay be granted to Julian Haragati, Reader of Rare Books and Editor of Publications, in connection with his attendance at the Second International Congress of Libraries and of Bibliography, at Madrid-Barcelona, May 20-30, 1935.

The Director brought to the attention of the Board that, in accordance with its vote of November 16, 1923, it had been the practice to

April 26, 1935

grant to members of the staff an additional payment of \$100 a year on their attainment of certain specified periods of service in the Library, that this vote applied to those in service 35, 40, and 45 years, but that it did not extend to those attaining 50 years of service. He stated that in the present year two members of the staff will have been 50 years in the service of the Library, and he suggested that this vote be extended to cover this further period of service. On motion of Mr. Sedgwick it was

Voted: that hereafter all employees in the regular service of the Library for a period of thirty-five (35) to forty (40) years be paid the sum of One hundred dollars (\$100) a year in addition to regular salary; for a period of forty (40) to forty-five (45) years, Two hundred dollars (\$200) a year; for a period of forty-five (45) to fifty (50) years, Three hundred dollars (\$300) a year; and for a period of fifty (50) years or more, Four hundred dollars (\$400) a year.

The Director reported that the engineering firm of J. R. Worcester & Co. had recently made a further examination of the levels of the Central Library building, in accordance with its suggestion of last year; that it reported that no settlements worthy of mention had taken place in the meantime; and that in its opinion it would probably not be necessary to conduct another examination of the levels until a year hence.

The Director stated that there had been received from Mr. Ingersoll Bowditch, on behalf of the committee for the printing of the "Guide to Serial Publications in the Libraries of Boston and Vicinity", an inquiry as to whether the Library would be in a position to print the concluding parts of this publication if it were paid for doing so. He stated that the capacities of the Printing Department were already overstated by the regular work of the Library ought not to undertake this extra work. It was agreed that the Director should communicate with Mr. Bowditch to this effect.

The Director reported that the first meeting of the Examining Committee for 1935 had been held on April 24th and that Mr. Charles M. Rogerson had been elected Vice Chairman of the Committee.

It was agreed that the next regular meeting of the Board be held on the date of the annual meeting, namely, Monday, May 6, 1935 at 4:15 p.m.

Dissolved:

Elizabeth B. Brockunier
Clerk.

Monday, May 6, 1935.

May 6, 1935.

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Burton, O'Connell, and Sedgwick.

The President, Cardinal O'Connell, in the chair.

The record of the regular meeting of April 26, 1935 as presented was approved.

The following bills, having been approved by the Director and the Vice President, were allowed and ordered paid: the April 30th draft, chargeable to the General Appropriation in the amount of \$414.72, and the May 31st draft, chargeable to the General Appropriation in the amount of £83:12:7, Pmks 314.83, Gld. 5.80, Frs 3923., S. Frs 160.25, and chargeable to Trust Funds Income in the amounts of \$102.00, £ 281:5:6, Lire 7340.35, Gld. 58.25, Pmks 1637.57, Pesetas 37.50, Frs 10833.55, Belgian Frs 1045.

In accordance with the requirements of the will of the late Josiah H. Benton, the Director presented the following action; and it was

Voted: that there be paid to Arthur Lee Kim solving as he is Rector of Trinity Church in the City of Boston the sum of Three thousand nine hundred fifty-two and 79/100 dollars (\$3,942.79), the same being the income for the year ending December 31, 1934 on the Children's Fund given to the Library under the 11th clause of the will of Josiah H. Benton; as required by the 12th clause of said will.

The Director brought to the attention of the Board a complaint, addressed to the Trustees, by Mr. Otto Laubert, 1531 Centre Street, Roslindale, relative to a lack of German books being added to the Library. The Director stated that the facts did not support Mr. Laubert's statement and that he would communicate with Mr. Laubert in detail in the matter.

Dissolved:

Elizabeth B. Brockunier
Clerk.

Monday, May 6, 1935.

Annual Meeting
May 6, 1935

The annual meeting of the Corporation was held at 5:05 o'clock p.m.

Present: Messrs. Burton, O'Connell, and Sedgwick.

May 6, 1935

The President, Cardinal O'Connell, in the chair.
The Corporation elected by voice vote its officers for the ensuing year.

First vote for President:

Mr. Buxton voted for William Cardinal O'Connell, Cardinal O'Connell voted for Frank W. Buxton, Mr. Sedgwick voted for Frank W. Buxton, and Frank W. Buxton was declared elected President.

First vote for Vice President:

Mr. Buxton voted for Louis E. Kirostein, Cardinal O'Connell voted for Louis E. Kirostein, Mr. Sedgwick voted for Louis E. Kirostein, was declared elected Vice President.

First vote for Clerk:

Mr. Buxton voted for Elizabeth B. Brockunier, Cardinal O'Connell voted for Elizabeth B. Brockunier, Mr. Sedgwick voted for Elizabeth B. Brockunier, and Elizabeth B. Brockunier was declared elected Clerk.

On motion of Mr. Sedgwick the following enabling acts were then taken:

Resolved: that any member of the Corporation be and hereby is authorized to sign on behalf of the Corporation bills, special drafts, and payrolls of the Library.

and

Resolved: that, until the next annual meeting, the President, or Vice President, or in the inability of either, any member of the Board of Trustees, be and hereby is authorized to sign contracts entered into by the Board.

Dissolved:

Elizabeth B. Brockunier
Clerk

The Clerk qualified for office by taking the following oath.

I, Elizabeth Brady Brockunier, solemnly swear that I will well and faithfully perform all the duties incumbent upon me as Clerk of the Trustees of the Public Library of the City of Boston; so help me God.

Elizabeth B. Brockunier

Sworn and subscribed to before me this sixth day of May, A.D. 1935.

Notary Public
Notary Public

July 5, 1935

Friday, July 5, 1935

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Buxton, Hall, Kirostein, and Sedgwick.

The President, Mr. Buxton, in the chair.

The records of the regular meeting and of the annual meeting of May 6, 1935, as presented, were approved.

The supply lists of May 15th, May 29th, and June 14th, which had been authorized by the President since the preceding meeting, were approved in the amounts of \$1,755.54, \$1,943.92, and \$2,385.65 respectively. In addition the Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$2,412.60.

The following bills, having been approved by the Director and the President, were allowed and ordered paid: the May 31st draft, chargeable to the General Appropriation in the amount of \$17,273.99 and to Trust Funds Income in the amount of \$1,495.65; the June 30th draft, chargeable to the General Appropriation in the amount of \$26,907.41 and to Trust Funds Income in the amount of \$2,511.34; and the July 31st draft, chargeable to the General Appropriation in the amount of \$405.14.

Circular Letters No. 22, 23, 24, and 25 from the Mayor's Office were read and ordered placed on file. In connection with Circular Letter No. 24, on recommendation of the Director, there was confirmed the policy of the preceding year that members of the staff attending Citizens' Military Training Camps must do so in their regular vacation period.

The Director announced that there had been received another anonymous gift for story-telling, and it was

Resolved: that the Board express its grateful thanks to the anonymous donor of the sum of \$25.00 for story-telling in the public schools; the same to be carried on under the auspices of the Public Library and under the direct supervision of Alice M. Jordan, Supervisor of Work with Children; and that Miss Jordan be asked to express to the donor the grateful thanks of the Board for the interest and trust reposed in the work which the Library carries on in behalf of children.

The Director brought to the attention of the Board an offer from a group of interested persons to present the sum of \$150 for the

July 5, 1935

establishment of "The Fanny Goldstein Judaica Bookshelf". It was agreed that the Director should inquire further in the matter and report at a later meeting of the Board.

The Director announced the retirement on June 30, 1935 for reasons of health of Samuel A. Chevalier, Chief of Cataloging and Classification Department, and Assistant Librarian, after forty-one years in the service of the Library. On his recommendation it was

Voted: that Samuel A. Chevalier be given the title of Chief of the Cataloging and Classification Department and Assistant Librarian, Emeritus, as of July 1, 1935.

The Director announced the retirement of Charles E. Hardy, Janitor, for reasons of health after sixteen years in the service of the Library. On recommendation of the Director it was

Voted: that there be appointed to the Permanent Service of the Library William A. Carey, Forwarder, at \$43.00 per week, Mr. Carey having been certified by the Civil Service Commission and having completed six months in the Probationary Service of the Library.

and

Voted: that there be appointed to the Permanent Service of the Library Nellie J. MacDonald, Cleaner, at \$18.00 per week, Mrs. MacDonald having been certified by the Civil Service Commission and having completed six months in the Probationary Service of the Library.

The Director recommended that a leave of absence be granted to Ellen J. Offutt, Second Assistant, Lower Mills Branch Library, and it was therefore

Voted: that there be granted to Ellen J. Offutt, Second Assistant, leave of absence without loss of pay for six weeks dating from May 10, 1935, because of illness certified by her physician, and Miss Offutt having been in the service of the Library for eleven years.

The Director announced that on June 3, 1935 the City Council had passed the budget for the Library Department for the year 1935 in the amount of \$1,160,615.

Action on a request from Fanny Goldstein, Branch Librarian, West End Branch Library, for an increase in remuneration was deferred until a later meeting.

July 5, 1935

The Director reported that a schedule of ~~step~~ rate increases in pay for 1935, as provided for in the 1935 budget, was in process of preparation, and that this schedule would be presented to the Board for its approval at a later meeting.

The Director brought to the attention of the Board the request of two of the younger members of the staff to marry and to continue both to work in the Library, and inquired of the Board its policy in the matter. It was agreed that the Board does not object to husband and wife both working in the Library, provided that they do not work in the same department within the library system.

The Director reported that he had represented the Library at the Second International Congress of Libraries and Bibliography in Spain, May 20-30; and that on his return from Spain he had attended the annual meeting of the American Library Association in Denver, June 24-29, in representation of the Library.

The Director informed the Board that in accordance with its authorization on Mar. 1, 1935 the Library had tendered an evening reception on June 13, 1935 to the Special Libraries Association on the occasion of its annual meeting in Boston. He stated that the reception had been attended both by members of the Special Libraries Association and by members of the staff of the Boston Public Library, and had been a highly pleasant and successful occasion. He presented a resolution passed at the annual meeting of the Special Libraries Association in appreciation of the courtesies extended by the Library.

The Director reported that there had been installed in the Children's Room of the Jeffries Point Branch Library a series of mural paintings on "The Evolution of the Ship", done by Frederick King, an E.P.R. artist, and that an informal dedication had taken place on June 19, 1935.

The Director reported that progress in developing plans for the re-allocation of departmental space in the Central Library building had not been as rapid as expected because of certain difficulties inherent in the physical character of the building. He stated that they would be pressed as rapidly as possible.

The Director brought to the attention of the Board a letter recently received from Robert Treat Paine, Senior Warden of Trinity Church, relative to the credit for certain action taken in the matter of the ground water level in the Copley Square region. He stated

July 5, 1935.

that he would communicate with Mr. Paine in reply to his letter.

The Director announced that tentative approval had been received for the Library's proposed project under the Works Progress Administration for the reclassification of the collections of the Central Library on the basis of the Library of Congress scheme.

The Director brought to the attention of the Board an anonymous "Open Letter to Library Employees", recently dropped in the lockers of all the library employees, urging them to join the Boston Public Library Employees Benefit Association and to attempt to obtain through the Service Council of the Association redress for all grievances, both personal and general.

Dissolved:

Elizabeth B. Brockunier
Clerk

September 27, 1935

Friday, September 27, 1935

A meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Buxton, Kirstein, O'Connell, and Sedgwick.
The President, Mr. Buxton, in the chair.

The record of the regular meeting of July 5, 1935, as presented, was approved.

The supply lists of July 24, August 21, and September 4, which had been authorized by a Trustee since the preceding meeting, were approved in the amounts of \$3,489.93, \$4,285.58, and \$3,410.65 respectively.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid:

the July 31st draft,

chargeable to the General Appropriation in the amount of \$21,422.83 and to Trust Funds Income in the amount of \$3,401.22;

the August 31st draft,

chargeable to the General Appropriation in the amount of \$6,496.43, to Trust Funds Income in the amount of \$1,538.59, and chargeable to the General Appropriation a special draft in the amount of \$267.60 and to Trust Funds Income a special

September 27, 1935

draft in the amount of \$469.73;
and the September 30th draft,

chargeable to the General Appropriation in the amount of \$21,323.69, to Trust Funds Income in the amount of \$721.83, to Special Appropriation, Central Library Building, Fireproofing and Improvements, a special payment for discount in the amount of \$960.40 and a special draft in the amount of \$1,796.02.

Circular Letters No. 26, 27, 28, 29, and 30 from the Mayor's Office were read and ordered placed on file.

The Director presented an attested notification from the City Clerk that Frank W. Buxton had appeared at City Hall and been duly sworn as a Trustee of the Public Library of the City of Boston for the term ending April 30, 1940.

The Director presented the cases of two members of the staff who by reason of illness had been permitted an extended absence without loss of pay. On his recommendation

Voted: that there be confirmed the leave of absence without loss of pay granted to Beatrice Coleman, Supervisor of Stacks, for a period of five weeks dating from July 15, 1935, because of illness certified by her physician, and Miss Coleman having been in the service of the Library for twenty-three and a half years.

and

Voted: that there be confirmed the leave of absence without loss of pay granted to Evelyn Grobman, Second Assistant, for a period of two months dating from June 15, 1935, because of illness certified by her physician, and Mrs. Grobman having been in the service of the Library for fourteen years.

The Director brought to the attention of the Board the case of a member of the staff who by reason of illness is in need of financial assistance, and, on motion of Cardinal O'Connell, it was

Voted: that there be paid to Nora M. Foley, Cleaner, the sum of \$36 from the income of the Alice Lincoln Whitney Fund.

The Director stated that in the absence of a meeting of the Board the President had approved the granting of time without loss of pay to members of the staff for attendance at the autumn meeting of the

September 27, 1935

Massachusetts Library Club. It was therefore

Voted: that there be confirmed the action of the President in granting without loss of pay the necessary time for attending the autumn meeting of the Massachusetts Library Club, held at Bolton Landing, Lake George, New York in conjunction with the Lake George Regional Library Conference from September 9-14, 1935, to those members of the staff who are also members of the Massachusetts Library Club, such absence having been arranged without detriment to the Library's service.

The Director reported that on June 26th the President had requested the Mayor's permission to award without competition a contract to the E. Stanley Wires Co., Inc., 120 Boylston Street, Boston, for Reconstruction and Improvement of Certain Portions of the Main Tile Roof, Central Library Building, the contract not to exceed the sum of \$3,000.00; that on July 2nd the Mayor had approved this request; and that, in the absence of a meeting of the Board during the summer months, the contract had been drawn up, and then signed by the President on July 10, 1935, and by the Mayor on July 12, 1935. In order to confirm the action taken by the President in the absence of a meeting of the Board, it was

Voted: that there be confirmed the action of the President in granting that the act of Frank N. Buxton, as President of the Trustees of the Public Library of the City of Boston, in making, entering into, and signing, on behalf of the Trustees of the Public Library of the City of Boston, a certain Contract for Reconstruction and Improvement of Certain Portions of the Main Tile Roof, Central Library Building, dated July 10, 1935, with the E. Stanley Wires Co., Inc., 120 Boylston Street, Boston, be, and hereby is, ratified and affirmed.

The Director reported that at the request of the Mayor he had submitted on behalf of the Trustees two further proposals for projects to be undertaken by the Library under the Works Progress Administration; that these proposed projects were, namely, the reclassification of the book collections of the branch libraries on the Dewey system, and the indexing of the Library's files of Boston newspapers, together with their reproduction by micro-copying.

The Director further reported that the Mayor had proposed the establishment of a branch library at the City Penitentiary at Deer Island and that

September 27, 1935

the Library was cooperating in the working out of such an arrangement.

The Director presented to the Board a letter received from the Dorchester Board of Trade relative to the inadequacy of the facilities of the Neponset Branch Library to the needs of the public it serves. The Director was requested to look into the matter and report further at the next meeting.

The Director brought to the attention of the Board the possibility of obtaining the property of the Boston Athletic Association, situated to the rear of the Central Library, at the corner of Blagden and Exeter Streets, for relieving the space needs of the Central Library. It was agreed that the President and Mr. Hall should look into the matter and report at a later meeting.

Dissolved:

Elizabeth B. Brockunier
Clerk

Friday, October 4, 1935

October 4, 1935

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Buxton, O'Connell, and Sedgwick.

The President, Mr. Buxton, in the chair.

The record of the meeting of September 27, 1935, as presented, was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$3,116.03.

On recommendation of the Director it was

Voted: that there be confirmed the appointment of James W. Kenney as Comptroller at a salary of \$7000 per year.

and

Voted: that there be confirmed the appointment of Richard G. Hadley as Chief Librarian of the Reference Division at a salary of \$7000 per year.

The Director recommended that there be appointed to the Permanent Service certain individuals in the Probationary Service who have fulfilled the necessary qualifications both as to examinations passed and probationary period served in the Library.

It was

October 4, 1935

Voted: that there be appointed as Assistants in the Permanent Service the following individuals:

Circulation Division

Armstrong, Anne
 Ayres, Edna J.
 Blue, Hollis
 Bruno, Frank P.
 Cannell, Ruth
 Conti, Rose
 Day, Elinor
 Fickburne, Ruth
 Flashman, Helen
 Flood, Dorothy
 Friedholm, Florence
 Garity, Florence
 Goldes, Mary
 Gould, Beatrice
 Higgins, Charles L.
 Johnson, Ernest
 Jordan, Janet
 Karais, Rose
 Kresland, Alberta
 Landrey, Kathleen
 Lenehahn, Catherine
 McLaughlin, Marie B.
 Michlman, Mildred
 O'Connor, Frances
 Rogers, Elva
 Tooley, Geraldine

Reference Division

Adams, Elizabeth
 Bagel, Ruth E.
 Bickford, Jane
 Bordreau, Mary
 Brown, Mary D.
 Carr, Margaret J.
 Carroll, Catherine
 Cushman, Marie J.
 Dieckrich, Mary Jane
 Fortunato, Agnes
 Kaufman, Helen
 Lange, Emilia
 La Pointe, May M.
 Leonard, Esther J.
 McCarthy, Grace J.
 McCarthy, John P.
 McCarthy, Margaret M.
 McGillicuddy, James
 Mulloney, Arthur W.
 Murphy, Jean
 Nagel, Paul C.
 Riggs, Albert

Division of Business Operations

Murphy, Charles W.
 Tooley, Alice K.
 Vinnicombe, Anne L.

The Director presented to the Board his recommendations for certain promotions of members of the staff, and it was

Voted: that the following promotional appointments be made:

Circulation Division

* Mary U. Nichols, Branch Librarian, Jeffries Point Branch Library, at \$33 per week.
 Geneva Watson, Branch Librarian, West Roxbury Branch Library, at \$37 per week.

Florence Darling, First Assistant, at \$27 per week.
 * Agnes Dunn, First Assistant, at \$27 per week.
 * Alice H. Gibbons, First Assistant, at \$27 per week.
 * Marion Herzog, First Assistant, at \$27 per week.
 * Florence McManus, First Assistant, at \$27 per week.
 * Dorothy Morse, First Assistant, at \$29 per week.

Grace Chippendale, Second Assistant, at \$25 per week.
 * Pauline Chen, Second Assistant, at \$24 per week.
 * Madeline Holt, Second Assistant, at \$25 per week.
 * Louise Lutz, Second Assistant, at \$25 per week.
 * Anna Lima, Second Assistant, at \$25 per week.

* without change of salary.

October 4, 1935

* Geraldine Madden, Second Assistant, at \$25 per week.
 * Cecilia Maggano, Second Assistant, at \$25 per week.
 Mary Koppett, Second Assistant, at \$25 per week.
 Mary B. Rodgers, Second Assistant, at \$25 per week.
 Geraldine Tooley, Second Assistant, at \$25 per week.

Reference Division

Lucien C. Taylor, Chief of the Cataloging and Classification Department at \$35.00 per year.
 E. Carolyn Merrill, First Assistant, at \$40 per week.

J. Francis Brennan, Chief of the Issue Department, at \$35.00 per year.
 William G. McGowan, Second Assistant, at \$35 per week.
 Beatrice Coleman, Second Assistant, at \$35 per week.
 Mary A. Reynolds, Second Assistant, at \$35 per week.

Division of Business Operations

Christine Hayes, First Assistant, at \$40 per week.

The Director then presented recommendations for step rate increases in pay for certain members of the staff, in accordance with the prevailing practice in the Library. He stated that with the approval of the Mayor provision had been made for these in the budget of the current year. He stated further that certain of these increases were retroactive to anniversary dates falling earlier in the calendar year, since no action had been taken upon them when due because of a request from the Mayor to postpone action until after the annual budget had formally been passed by the City Council. On his recommendation it was then

Voted: that step rate increases in pay be granted to the following individuals:

Circulation Division

Anne Armstrong, Assistant, from \$15 to \$17, as of 1/1/35
 Edith Bailey, Assistant, from 17 to 18, as of 7/1/35
 Hollis Blue, Assistant, from 22 to 24, as of 1/1/35
 from 15 to 16, as of 3/4/35
 from 16 to 17, as of 4/4/35
 from 17 to 18, as of 5/4/35
 Frank Bruno, Assistant, from 13 to 15, as of 10/4/35
 * Margaret Calnan, Branch Librarian, from 35 to 37, as of 1/1/35
 from 37 to 40, as of 11/8/35
 * Gertrude L. Connell, Branch Librarian, from 35 to 40, as of 1/1/35
 Rose Conti, Assistant, from 12 to 15, as of 10/4/35
 Caroline Luntz, Assistant, from 20 to 22, as of 5/7/35
 Elinor Day, Assistant, from 22 to 25, as of 7/1/35
 Ruth Fickburne, Assistant, from 14 to 15, as of 10/4/35
 * Catherine Flannery, Branch Librarian, from 32 to 33, as of 1/1/35
 Helen Flashman, Assistant, from 15 to 18, as of 1/18/35
 Dorothy Flood, Assistant, from 12 to 15, as of 10/4/35
 Florence Friedholm, Assistant, from 15 to 16, as of 3/4/35
 from 16 to 17, as of 4/4/35
 from 17 to 18, as of 5/4/35

* without change of salary through regrading of Branch Library

Oct 4, 1935

Florence Garrity, Assistant,
Mary Golden, Assistant,

Beatrice Gould, Assistant,
Marie Jeffers, Assistant,
Ernest Johnson, Assistant,

Janet Jordan, Assistant,
Alberta Kneeland, Assistant,
Gladys Kooze, Assistant,
Hathleen Landry, Assistant,

Pauline Lyon, Assistant,
Grace Miller, Probationary Assistant,
* Helen Morrissey, Branch Librarian,
Ralph Nason, Assistant,
* Edith Nickerson, Branch Librarian,
Erene Nuuttila, Assistant,
Frances O'Connor, Assistant,
Pauline O'Melia, Assistant,
Elva Rogers, Assistant,
Maurice Sagoff, Assistant,
Mary Travers, Assistant,
Anna Walsh, Assistant,
* Isabel Wetherald, Branch Librarian,

Francis Fichter, Assistant,
Charles Gillis, Assistant,

Harry Andrievsky, Assistant,
Charles Higgins, Assistant,
Rose Kardon, Assistant,
Celeste de Vangie, Assistant,
Albert Pizzetti, Assistant,

Catherine Lapehan, Assistant,
Mary McManis, Assistant,
Mary F. Daly, Assistant,
Mary V. Doyle, Assistant,
Mary M. Prall, Assistant,

Reference Division

John J. Connolly, Assistant,
Mildred A. Chalberg, Assistant,
Margaret J. Carr, Assistant,
John M. Carroll, Assistant,
James C. McGillicuddy, Assistant,

Laura P. Gibbs, Assistant,
M. Ingram Hooper, Assistant,

Harry C. Fletcher, Assistant,
Abraham H. Kalich, Assistant,
Joseph A. Lynch, Assistant,
Albert N. Papp, Assistant,
Benjamin M. Ridd, Assistant,
Abraham Snyder, Assistant,
Aaron A. Stark, Assistant,
Ernest B. Tewksbury, Assistant,

from #12 to #15, as of 10/4/35
from 15 to 16, as of 3/5/35
from 16 to 17, as of 4/5/35
from 17 to 18, as of 5/5/35
from 14 to 16, as of 2/16/35
from 16 to 18, as of 1/1/35
from 15 to 16, as of 2/28/35
from 16 to 17, as of 3/28/35
from 17 to 18, as of 4/28/35
from 12 to 15, as of 10/4/35
from 18 to 20, as of 2/16/35
from 16 to 17, as of 6/24/35
from 15 to 16, as of 3/4/35
from 16 to 17, as of 4/4/35
from 17 to 18, as of 5/4/35
from 26 to 27, as of 1/1/35
from 15 to 16, as of 6/10/35
from 37 to 39, as of 1/1/35
from 24 to 25, as of 1/1/35
from 32 to 35, as of 1/1/35
from 18 to 19, as of 3/28/35
from 12 to 15, as of 3/24/35
from 20 to 22, as of 6/6/35
from 15 to 18, as of 1/1/35
from 18 to 20, as of 1/1/35
from 22 to 25, as of 7/1/35
from 20 to 25, as of 1/1/35
from 31 to 35, as of 1/1/35

from 22 to 25, as of 7/1/35
from 27 to 29, as of 7/1/35

from 18 to 19, as of 1/1/35
from 11 to 15, as of 10/4/35
from 11 to 15, as of 10/4/35
from 15 to 16, as of 1/1/35
from 18 to 19, as of 1/1/35

from 12 to 15, as of 10/4/35
from 24 to 25, as of 7/1/35
from 15 to 18, as of 1/1/35
from 27 to 29, as of 1/1/35
from 22 to 24, as of 1/1/35

from #23 to #1700 per year, as of 10/4/35
from 25 to 1400 per year, as of 1/1/35
from 20 to 1050 per year, as of 10/4/35
from 18 to 23, as of 4/24/35
from 12 to 15, as of 10/4/35
from 35 to 38, as of 1/1/35
from 24 to 25, as of 1/1/35

from 20 to 23, as of 10/4/35
from 28 to 30, as of 10/4/35
from 24 to 26, as of 10/4/35
from 12 to 15, as of 10/4/35
from 30 to 32, as of 1/1/35
from 33 to 35, as of 1/1/35
from 22 to 24, as of 10/4/35
from 30 to 33, as of 1/1/35

* through regarding of branch library

October 4, 1935

Gerald L. Ball, Assistant,
George H. Connor, Assistant,
Katherine J. Gorham, Assistant,
James S. Kennedy, Assistant,
William H. McCarthy, Assistant,

Alice Gray, Assistant,
Eather Fenberg, Assistant,
Priscilla McAdams, Assistant,
Charles J. McLaughlin, Assistant,
Alice Mason, Assistant,
Paul E. Nagle, Assistant,
Julia P. Jansky, Assistant,
Kathleen Woodworth, Assistant,

John H. Beardon, Assistant,
Samuel Kaminsky, Assistant,
Mary M. McDonough, Assistant,
Joseph F. Murphy, Assistant,
Ollie J. Partridge, Assistant,

Salomia Senack, Assistant,

Ellen M. Barry, Assistant,
Ruth E. Bagge, Assistant,
Florence C. Brauley, Assistant,
Mary D. Brown, Assistant,
Marie J. Cashman, Assistant,
Santal M. Costa, Assistant,
Marjorie C. Dedrick, Assistant,
Helen A. Ennis, Assistant,
Agnes M. Fortunato, Assistant,
Emilia Lange, Assistant,

Mary M. LaPointe, Assistant,
Grace L. McCarthy, Assistant,
Margaret M. McCarthy, Assistant,
Grace M. Marwin, Assistant,
William Matzken, Assistant,
Bridie P. O'Connell, Assistant,
Mitchell Pappas, Assistant,

Marguerite L. Elliott, Assistant,
Leonard J. Kanter, Assistant,
Herbert D. Smith, Assistant,

Lawrence Hocy, Assistant,

Max Anapolsky, Assistant,
Helen A. Griffin, Assistant,
Russell L. Scully, Assistant,
Dorothy P. Shaw, Assistant,

Elizabeth L. Adams, Assistant,
Robert F. Dixon, Jr., Assistant,
Mary J. Kahoe, Assistant,
Helen Symonds, Assistant,

Mary E. Mulvaney, Assistant,
Mary M. Boudreau, Assistant,
Eather J. Coleman, Assistant,
E. Evelyn Walsh, Assistant,
Helen P. McLaughlin, Assistant,

Pauline Eaton, Assistant,
Mary S. Fox, Assistant,
Arthur M. Mulloney, Assistant,

Ether J. Leonard, Assistant,
Anna L. Manning, Assistant,

from #20 to #21, as of 10/4/35
from 35 to 38, as of 1/1/35
from 30 to 32, as of 1/1/35
from 28 to 30, as of 1/1/35
from 28 to 30, as of 1/1/35

from 26 to 27, as of 1/1/35
from 20 to 22, as of 1/1/35
from 28 to 30, as of 1/1/35
from 15 to 17, as of 10/4/35
from 20 to 25, as of 1/1/35
from 12 to 15, as of 10/4/35
from 27 to 28, as of 1/1/35
from 24 to 25, as of 1/1/35

from 40 to 45, as of 1/1/35
from 16 to 18, as of 10/4/35
from 28 to 29, as of 10/4/35
from 13 to 15, as of 10/4/35
from 20 to 21, as of 10/4/35

from 24 to 26, as of 10/4/35

from 18 to 20, as of 1/1/35
from 14 to 15, as of 10/4/35
from 15 to 16, as of 10/4/35
from 14 to 15, as of 10/4/35
from 13 to 15, as of 10/4/35

from 25 to 26, as of 1/1/35
from 14 to 15, as of 10/4/35
from 28 to 29, as of 1/1/35
from 12 to 15, as of 10/4/35
from 13 to 14, as of 1/1/35

from 14 to 15, as of 10/4/35
from 12 to 15, as of 10/4/35
from 14 to 15, as of 10/4/35
from 12 to 15, as of 10/4/35
from 17 to 18, as of 10/4/35

from 15 to 16, as of 1/1/35
from 18 to 20, as of 10/4/35
from 23 to 24, as of 1/1/35
from 28 to 29, as of 1/1/35
from 15 to 17, as of 10/4/35

from 18 to 20, as of 10/4/35
from 20 to 21, as of 10/4/35
from 16 to 18, as of 10/4/35
from 26 to 27, as of 10/4/35
from 23 to 24, as of 10/4/35

from 28 to 30, as of 10/4/35
from 20 to 22, as of 10/4/35
from 15 to 17, as of 10/4/35
from 20 to 22, as of 10/4/35
from 28 to 29, as of 1/1/35

from 32 to 33, as of 1/1/35
from 15 to 16, as of 10/4/35
from 20 to 21, as of 1/1/35
from 18 to 19, as of 1/1/35
from 20 to 21, as of 1/1/35

from 15 to 17, as of 10/4/35
from 16 to 17, as of 10/4/35
from 14 to 15, as of 10/4/35

from 15 to 16, as of 10/4/35
from 33 to 35, as of 10/4/35

October 4, 1935

Jane E. Rickford, Assistant,	from \$20 to \$22, as of 4/1/35
Julia J. Giblin, Assistant,	from 23 to 25, as of 4/1/35
Dorothy C. Morrow, Assistant,	from 22 to 25, as of 4/1/35
Natalie W. Nicholson, Assistant,	from 22 to 24, as of 4/1/35
William J. Ennis, First Assistant,	from 35 to 40, as of 10/4/35

Division of Business Operations

William E. Clegg, Assistant,	from \$35 to \$2100 per year, as of 10/4/35
Samuel Green, Assistant,	from 16 to 1150 per year, as of 10/4/35
Josephine B. Day, Telephone Operator,	from 25 to 27, as of 1/1/35
Harriet T. Mulloy, Assistant,	from 27 to 30, as of 1/1/35
Lillian Arnold, Assistant,	from 27 to 29, as of 1/1/35
Gertrude Steinmann, Assistant,	from 25 to 27, as of 1/1/35
William F. O'Hara, Assistant,	from 24 to 26, as of 1/1/35
Mary O'G. Cahill, Assistant,	from 22 to 23, as of 1/1/35
Marj A. B. Bea, Assistant,	from 20 to 22, as of 1/1/35
Florence E. Wilson, Assistant,	from 20 to 22, as of 1/1/35
Anne L. Vinicombe, Assistant,	from 18 to 19, as of 1/1/35
Alice B. Toorke, Assistant,	from 11 to 15, as of 1/1/35
Ego J. Ryan, Assistant,	from 12 to 14, as of 1/1/35
Leonard J. Macmillan, Assistant,	from 11 to 13, as of 1/1/35
Frances R. O'Hare, Clerk,	from 18 to 20, as of 1/1/35
Catherine J. Cronin, Stenographer,	from 20 to 22, as of 1/1/35
Charles W. Murphy, Assistant,	from 12 to 15, as of 10/4/35
Chester P. Walsh, Apprentice,	from 30 to 40, as of 1/1/35
Michael Dello Russo, Apprentice,	from 21 to 24, as of 1/1/35
Frederick L. Murphy, Laborer,	from 18 to 22, as of 1/1/35
Ralph H. Mann, Janitor-Laborer,	from 30 to 33, as of 10/4/35
James P. Hume, Janitor-Laborer,	from 30 to 33, as of 10/4/35
Michael Sullivan, Janitor-Laborer,	from 30 to 33, as of 10/4/35
Germine DeLuca, Janitor-Laborer,	from 30 to 33, as of 10/4/35
Patrick A. Kennedy, Janitor-Laborer,	from 30 to 33, as of 10/4/35
Charles Webster, Janitor-Laborer,	from 30 to 33, as of 10/4/35
John G. Prieser, Steamfitter,	from 40 to 42, as of 10/4/35

Director's Office

Elizabeth B. Brockmeyer, Assistant,	from \$30 to \$1900 per year, as of 1/1/35
Marion H. Shumway, Assistant,	from 34 to 1900 per year, as of 1/1/35
Gregory J. Edson, Assistant,	from 25 to 1500 per year, as of 1/1/35
Edith B. Macnamra, Assistant,	from 27 to 1500 per year, as of 1/1/35
Ana Coglin, Assistant,	from 25 to 1400 per year, as of 1/1/35
Cathie Living, Assistant,	from 25 to 1400 per year, as of 1/1/35
Thomas J. Manning, Assistant,	from \$25 to \$30, as of 1/1/35
Eleanor B. Giannantonio, Assistant,	from 20 to 22, as of 10/4/35
Francis J. Myers, Probationary Assistant,	from 15 to 18, as of 1/1/35

The President reported that since the last meeting of the Board he had conferred with the Mayor relative to the availability of the Boston Athletic Association property for library uses and that the Mayor had expressed definite interest in the possibility of its being acquired for the Library. He stated that there had not been an opportunity for Mr. Hall and himself, as suggested at the last meeting of the Board, to confer relative to procedure for acquiring the property. Should any developments in the matter arise

October 4, 1935.

before the date of the next meeting, he agreed to communicate with the Trustees individually at once.

The Director stated that he had on October 4th received from Mr. Edward W. Roemer, Building Commissioner of the City, a report upon his re-examination of the floor levels of the west wing of the Central Library building, as requested by the Trustees. The Building Commissioner stated therein that the variations in beam levels had proved to be different than those recorded in his examinations of 1933 and 1934, also that additional movement had been noted in the beams. It was his recommendation that the Trustees employ an outside engineering firm to make a complete engineering investigation of the entire west wing to determine definitely the cause and a plan of remedy. The Director stated that he would take immediate steps to ask the J. R. Worcester Company to carry on this investigation, this firm having previously directed the work of renewing the piles under the Central Library building and of relaying the front platform.

Dissolved:

Elizabeth B. Brockmeyer
Clerk.

Monday, October 28, 1935

October 28, 1935

A meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Buxton, Hall, Krstein, O'Connell, and Sedgwick. The President, Mr. Buxton, in the chair.

The record of the regular meeting of October 4, 1935, as presented, was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$3,504.74.

The following bills, having been approved by the Director and the President, were allowed and ordered paid: the October 31st draft, chargeable to the General Appropriation in the amount of \$19,846.24; chargeable to Trust Funds Income in the amount of \$836.48; and special drafts, chargeable to the General Appropriation in the amounts of £1:7:0, Fres 355.25, Rmks 370.90, Gld. 8.15, Lire 761.00, and chargeable to Trust Funds Income in the amounts of \$36.00, £3:15:0, Fres 1280.05, Rmks 1762.50, Lire 1428.00, Gld. 137.00, Proetas 577.95.

October 28, 1935

Circular Letters Nos. 31 and 32 from the Mayor's Office were read and ordered placed on file.

The President stated that since the last meeting of the Board he had made further inquiry as to the possibility of obtaining the property of the Boston Athletic Association for library uses. He presented to the Board Mr. Henry E. Foley, Corporation Counsel of the City of Boston, who reported on the legal aspects of the matter. After a considerable discussion as to the possibilities of action, the Director was requested to ascertain what the cost might be to adapt the property to library uses and to report thereon at a later meeting.

On recommendation of the Director it was

Voted: that there be confirmed the appointment to the Permanent Service of the Library of Francis J. Gough, Cylinder Pressman, at \$42.50 per week, Mr. Gough having been certified by the Civil Service Commission and having completed six months probationary service in the Library.

The Director recommended to the Board that Otto Fleischner, who retired as Assistant Librarian in 1923, be given as of that date the title of Assistant Librarian, Emeritus. It was therefore

Voted: that Otto Fleischner, Assistant Librarian, retired, be given the title of Assistant Librarian, Emeritus as of May 1, 1923.

The Director announced the resignation of Caroline Keene Harris as Branch Librarian, Tyler Street Branch Library.

The President reported that with his approval the Director had suspended John J. Biggy, Watchman, as of October 11, 1935. He stated that Mr. Biggy had failed to report for duty on October 8 and 9, that he had been unable to give a satisfactory explanation for his failure to do so, and further that a similar episode had occurred in August 1934 at which time Mr. Biggy had been suspended for a period of two weeks. It was suggested that the Director notify Mr. Biggy that a third untoward occurrence of any sort would be followed by dismissal from the service. It was then

Voted: that there be confirmed the suspension by the Director of John J. Biggy, Watchman, from the service of the Library for a period of four weeks.

October 28, 1935

The Director brought to the attention of the Board the case of a member of the staff who by reason of illness is in need of financial assistance. He recommended that aid be given from the Whitney Fund to an extent equivalent to four weeks pay at half salary; and it was therefore

Voted: that there be paid to Timothy C. Harrington, Janitor, the sum of \$266 from the income of the Alice Lincoln Whitney Fund.

The Director stated that the names of certain members of the staff had been omitted from the list of step rate increases in pay as recommended at the meeting of October 7, 1935, and on his recommendation it was

Voted: that the following step rate increases be granted:

Catherine R. Carroll, Assistant	from \$13 to \$15, as of 10/4/35
Elizabeth Kernachan, First Assistant	from 28 to 29, as of 10/4/35
John F. McCarthy, Assistant	from 11 to 15, as of 10/4/35
Marie McLaughlin, Assistant	from 12 to 15, as of 10/4/35
Mildred Michelman, Assistant	from 12 to 15, as of 10/4/35

The Director announced that there had been received from the Old Colony Trust Company, as Executor of the Estate of the late Daniel Sharp Ford, of Boston, a check in the amount of \$5017.65 for the establishment of the Daniel Sharp Ford Trust. It was then

Voted: that there be accepted by the Trustees of the Public Library of the City of Boston the sum of Five thousand seven hundred and sixty-five cents (\$5017.65) received as a residuary legatee under the will of the late Daniel S. Ford of Boston. This sum to be known as the Daniel Sharp Ford Trust fund and to be turned over to the Treasurer of the City of Boston for investment and the income used for general purposes.

The Director announced that notice had been received of the bequest to the Library of the postcard collection of the late John S. Edmonds, of Somerville. He stated that this collection was to remain in the Somerville Public Library as the John S. Edmonds Collection of Postcards for a period of five years, after which it would come to the Boston Public Library for the use of its art department.

The Director announced that notice had been received of the bequest of a Robert Salmon painting to the Library from the late Edith R.

October 28, 1935.

Simonds, of Lexington, but that further word had been received from the executors of Miss Simonds' estate that the estate had been declared insolvent and that all property must be sold.

The Director announced that there had been received from Mrs. Augusta S. Holzman, on behalf of the Judaica Bookshelf Committee, a payment in the amount of \$166 to establish a Judaica Bookshelf. He stated that the Committee had suggested that this might be considered as an initial gift, to be used in honor of Miss Fanny Goldstein, Branch Librarian of the West End Branch Library, and that subsequent gifts might follow in honor of other individuals. He stated that with the consent of the Committee a reasonable amount of the present gift could be used for the preparation of a simple, but adequate bookplate to be inserted in each book purchased, the bookplate to indicate the source of the gift and the name of the individual in whose honor the gift had been made. It was

Resolved: that there be accepted the sum of One hundred sixty-six dollars (\$166.00) received from the Judaica Bookshelf Committee to be used in the establishment of a Judaica Bookshelf, the present gift to be in honor of Miss Fanny Goldstein, Branch Librarian of the West End Branch Library.

The Director reported that, as agreed at the last meeting, he had consulted with the firm of J. R. Worcester & Co., Engineers, relative to the overloading in the west wing of the Central Library and the bulge in the west wall. He stated that he had received a report of their investigation to the effect that the overloading of the stack floors is apparently not sufficiently serious to require emergency action, and that additional investigation would be made of certain areas in which the Building Department of the City of Boston had believed undue overloading to exist; also that the bulge in the west wall had increased slightly since their last investigation of it, and that in another six months a re-examination thereof should be undertaken to determine the then extent of the bulge. The Director stated that he would follow up the matter and report to the Board at the expiration of six months, or earlier if developments required it.

The Director stated that before the next meeting of the Board the budget for 1936 for the Library Department must be submitted to the

Mayor. It was agreed that a book appropriation be requested in the amount of \$150,000, and that the President and the Directors be a committee to carry on negotiations relative to the budget for the ensuing year.

The Director presented to the Board a request from the Harbor View Improvement Association for an additional branch library for East Boston. The Director was requested to reply that the Board regrets that it is not possessed of funds to make possible the extending of the plant of the Library.

The Director stated that a request had been presented on behalf of Donal O'Sullivan, an authority on Irish folk music and folk poetry, that there be made available to the National Library in Dublin a photostatic reproduction of the so-called Hudson manuscripts of Irish folk songs, received by the Library in the Allen A. Brown bequest. Cardinal O'Connell stated that he would be happy to provide personally for such a gift to the National Library in Dublin. On motion of Mr. Krinstein it was

Resolved: that there be extended to His Eminence William Cardinal O'Connell the appreciation of the Board for his generous offer of the gift of a photostatic reproduction of the Hudson manuscripts of Irish folk songs to the National Library in Dublin.

The Director presented the need for action on a recommendation of last year's Examining Committee for the establishment of a more adequate bulletin for describing the scholarly collections of the Library as distinguished from the more popular bulletin desirable for use primarily in the branch libraries. On his recommendation it was agreed that the President and the Director be appointed a committee to look into the matter and report its recommendations to the Board.

Dissolved:

Elizabeth B. Brockunier
Clerk.

Friday, November 15, 1935

November 15, 1935

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Buxton, Krinstein, and Sedgwick.

November 15, 1935

The President, Mr. Buxton, in the chair.

The record of the regular meeting of October 28, 1935, was approved, after certain corrections had been made therein.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$4,016.85.

The following bills, having been approved by the Director and the President, were allowed and ordered paid: the November 30th draft, chargeable to the General Appropriation in the amount of \$20,064.34 and to Trust Funds Income in the amount of \$993.25; and a draft on funds on deposit in London in the amount of £293.13.6.

The Director recommended that Miss Pauline Walker, Second Assistant, be promoted to the grade of First Assistant. He stated that she would be assigned to duty as First Assistant at the West Roxbury Branch Library, to fill the vacancy resulting from the recent promotion of Miss Geneva Watson, First Assistant, to be Branch Librarian of the West Roxbury Branch Library. It was therefore

Resolved: that there be confirmed the appointment of Pauline Walker as First Assistant, at \$27.00 per week.

The Director stated that Miss Grace Miller, Probationary Assistant, had completed satisfactorily six months in the Probationary Service and recommended that she be appointed to the Permanent Service. It was therefore

Resolved: that there be appointed to the Permanent Service of the Library Grace Miller, Assistant, at \$15.00 per week, Miss Miller having passed the requisite entrance examinations and having completed six months in the service of the Library.

The Director announced the resignation of Miss Adele L. Saver, Assistant, as of December 3, 1935.

The Director again brought to the attention of the Board the matter of the filling of the vacancies in the positions of Chief of Binding Department and Foreman in the Binding Department, stating that there had been received from the Executive Secretary of the Civil Service Commission a letter, under date of November 1, to the effect that as a result of the recent promotional examinations for the above positions a complete list had not been established, and that another examination, therefore, would be held at as early a date as possible.

November 15, 1935.

On recommendation of the President it was

Resolved: that the Director be requested to represent the Library at the mid-winter meeting of the American Library Association to be held at Chicago on December 30-31, 1935, his expenses to be paid by the Library.

The Director presented to the Board a request from the Boston Chapter of the American Red Cross for permission to conduct its Annual Roll Call among the members of the library staff. The matter was discussed at length, and it was decided to adhere to the Board's long-standing regulation prohibiting solicitation among members of the library staff.

The Director reported that immediately following the recent earthquake of November 1st he had requested the Library's engineers, J. B. Worcester & Co., to make an examination of the Central Library building for any possible effects that might have occurred as a result of the earthquake. He stated that he had received from them a report of this examination in which they had informed him that a thorough examination of the building had disclosed no effects from the earthquake, and further that they would not expect a building of the construction of the Central Library to be affected by such an earthquake.

The Director reported that on November 1 there had been submitted to the Mayor the budget estimates for the Library Department for 1936 in the amount of \$1,538,738.70. He stated this amount included estimates in the sum of \$269,156.42 for extraordinary expenses such as would be necessary if the Library carries out its proposed projects under the Works Progress Administration, but that aside from these extraordinary expenses the estimates for the Library's ordinary expenditures for 1936 have been submitted in an amount approximately \$7,000 less than the estimates submitted a year ago for 1935.

The Director stated that the Examining Committee for 1935 had virtually completed its work and would submit its report for approval at its final meeting on November 25.

Dissolved:

Elizabeth B. Brockunier
Clerk.

December 6, 1935

Friday, December 6, 1935

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Buxton, Hall, Krinstein, and O'Connell.
The President, Mr. Buxton, in the chair.

The record of the regular meeting of November 15, 1935, as presented, was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$3,396.75.

The following bills, having been approved by the Director and the President, were allowed and ordered paid: the November 30th draft, chargeable to the General Appropriation in the amount of \$851.82; the December 31st draft, chargeable to the General Appropriation in the amount of \$2,136.49; and Special Drafts, chargeable to the Special Appropriation, Fireproofing, Improvements, etc. in the amount of \$1,325.58.

The Director announced the retirement of Timothy C. Harrington, Janitor, Charleston Branch Library, as of October 15, 1935.

The Director also announced the resignation of Julia Roche, Cleaner, as of November 30, 1935.

The Director reported that John J. Biggy, Watchman, had failed to report for duty on November 18, 19, and 20, and that on November 27, 1935 he had therefore suspended Mr. Biggy. He stated that this was the third suspension of Mr. Biggy within a period of less than two years, and recommended that Mr. Biggy be discharged from the service of the Library. It was therefore

Voted: that the action of Milton C. Lord, as Director and Librarian, in suspending on November 27, 1935, John J. Biggy, Watchman, be and the same hereby is ratified, adopted, approved, and confirmed; and

Voted further: that John J. Biggy, Watchman, be and hereby is, discharged from the service of the Library, effective as of the close of business on December 6, 1935, for the following reasons:

for failure to report for duty on November 18, 19, and 20, 1935;

for failure to abide by the terms under which he was permitted to return to work after his suspension for the period of October-

December 6, 1935

November 7, 1935;

for a cumulatively unsatisfactory record in the service of the Library, including suspension on two separate occasions within the preceding two years;

for the good of the service;

and that the Clerk be and she hereby is directed to mail a copy of this vote, postage prepaid, to said John J. Biggy at his address appearing on the books of this Corporation.

The Director brought to the attention of the Board a letter which he had received from the Commissioner of Civil Service relative to the Board's appointment of James W. Kenney as Comptroller of the Library. He stated that the Commissioner had expressed therein the opinion that the above position is one classified under Civil Service; but that, in view of the fact that Mr. Kenney is a regular Civil Service employee, he had authorized his promotion to the position.

The request of the members of the staff for permission to hold a staff New Year's Party in the Central Library building on the evening of New Year's day, on which day the Library is closed to the public, was granted.

The Director reported that there had been received tentative approval of the Library's W.P.A. Project for Reclassifying the Book Collections of the Central Library on the Library of Congress classification scheme, and that, as a consequence, he had asked Richard G. Hensley, Chief Librarian of the Reference Division, to go to Washington for the purpose of making certain arrangements with the Library of Congress as necessary for beginning the work. On his recommendation it was

Voted: that there be paid the traveling expenses incurred in the amount of \$27.39 by Richard G. Hensley, Chief Librarian of the Reference Division, in going to Washington for the purpose of making certain arrangements with the Library of Congress necessary to initiating work upon the Library's W.P.A. Project for Reclassifying the Book Collections of the Central Library on the Library of Congress classification scheme.

The Director announced that the Librarian of Congress had expressed to Mr. Hensley his willingness to present to the Library a complete depository catalog (on printed cards) of the Library of Congress. He explained that such a depository catalog would be necessary as a basis

December 6, 1935

for carrying on the above mentioned W. P. A. Project and that it would serve as a bibliographical tool of first importance both to readers and to the library staff. It was therefore

Resolved: that there be expressed to the Librarian of Congress the grateful appreciation of the Board for his willingness to make available to the Library a complete set of the printed catalog cards of the Library of Congress.

The Director reported, in accordance with the request of the Board at its meeting of September 27, 1935, that he had conferred with the officers of the Dorchester Board of Trade relative to their presentation of the inadequacy of the quarters occupied by the Neponset Branch Library and that the latter had expressed their appreciation of the consideration being given to the matter as far as existing times and circumstances permitted.

There was brought to the attention of the Board the recent announcement in a Boston newspaper of the purchase by Boston University of the Boston Athletic Association property to the rear of the Central Library Building.

As agreed at the meeting of October 28, the Director presented to the Board a proposal for the establishment of a new quarterly bulletin to present in a form worthy of the dignity of a great scholarly library the scholarly articles that have been appearing in the Library's monthly bulletin, while the latter should be continued in considerably reduced size under the title "More Books" and developed along lines providing more popular and timely information on books being made available by the Library. After discussion the Director was asked to present to the next meeting of the Board a dummy for the proposed quarterly and to report on the estimated cost of issuing such a quarterly bulletin and on the probable income to be derived from subscriptions to such a publication.

There was presented to the Board the report rendered by the Examining Committee of 1935. There ensued a general discussion of the several points brought forth therein.

Dissolved:

Elizabeth B. Brockmire
Clerk.

December 20, 1935

Friday, December 20, 1935

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Buxton, Hall, Kirstein, and Sedgwick.
The President, Mr. Buxton, in the chair.

The record of the regular meeting of December 6, 1935 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$1,219.96.

The following bills, having been approved by the Director and the President, were allowed and ordered paid: the December 31st draft, chargeable to the General Appropriation in the amounts of \$20,247.28, £22:9:1, Pmks 129.23, and Fres 517.50, and to Trust Funds Income in the amount of \$936.42; special drafts, chargeable to Trust Funds Income in the amounts of £103:1:6, Lire 1800.90, Pmks 845.27, Fres 3344, Belg. Fres 490, and Pesetas 741, to Special Appropriation, Central Library Building, Fireproofing, Improvements, etc., in the amount of \$785.40; also the following bill, payable from funds on deposit in London, in the amount of £33:0:3.

The Director announced the resignation of William J. Boggan, Janitor, to take effect December 21, 1935.

The Director again brought to the attention of the Board the request of Miss Fanny Goldstein, Branch Librarian, West End Branch Library, for an increase in remuneration. No action was taken in the matter.

The Director reported that as a result of public advertising there had been received from three bidders proposals for the transportation service of the Library for the year 1936, as follows: the Reynolds Contracting Co., 130 Highland Street, Roxbury, in the amount of \$123 per week, C.E. Giles, 24 Custom House Street, Boston, in the amount of \$6500 per year, and the Eggleston Sq. Auto Livery Inc., 1926 Columbus Avenue, Roxbury, in the amount of \$157 per week.

He stated that he had had a careful investigation made of the financial standing of each of the bidders, as well as of their apparent ability to meet the requirements of the Library's service. He stated also that the Reynolds Contracting Company, the lowest of the bidders,

December 20, 1935

had not met the conditions specified for the submission of bids, in that its bid had not been accompanied by a certified check for two hundred dollars (\$200), as required; and that the Law Department of the City of Boston had rendered an opinion that the bid was not therefore a valid bid and should not be accepted as such.

It was his recommendation that the interests of the Library would best be served by awarding the contract to C.E. Giles, the second lowest bidder and the lowest qualified bidder, in the amount of \$6500 per year. It was therefore

Resolved: that there be awarded to C.E. Giles, 24 Custom House Street, Boston, the lowest qualified bidder, in the public bidding, the contract for the transportation of books and other material between the Central Library and the Branch Libraries for the year 1936, at the amount of \$6500 per year.

The Director presented a statement relative to the present status of the trust funds of the Library. There followed a discussion upon the use to which unexpended income might be put and also upon the manner in which the trust funds were invested. It was agreed that the Library Auditor should maintain a file of complete information upon the investment of the Library's trust funds. The Director stated that he would report further at a subsequent meeting in regard to these trust funds.

Dissolved:

Elizabeth B. Brockunier
Clerk.

January 3, 1936

Friday, January 3, 1936.

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Buxton, Hall, and Sedgwick.

The record of the regular meeting of December 20, 1935 as presented was approved.

The following bills, having been approved by the Director and the President, were allowed and ordered paid: additions to the December 31st draft, chargeable to the General Appropriation, in the amount of \$1,848.20.

Circular Letter No. 33 from the Mayor's Office was read and ordered

January 3, 1936

placed on file.

The public hearing on the discharge of John J. Biggy, recessed from December 20, 1935 because of the inability of Mr. Biggy to be present at that time, was resumed with Assistant Corporation Counsel Charles S. Sullivan, Jr., representing the Library and Mr. Joseph Finnegan as counsel for Mr. Biggy. Testimony on the charges was heard from Mr. Milton E. Lord, Director, Mr. James W. Kenney, Comptroller, Mr. William F. Quinn, Superintendent of Buildings, Mr. Richard G. Hensley, Chief Librarian of the Reference Division, and Mr. Paul J. Harrington, Watchman. Mr. Biggy was then heard on the charges against him.

At the conclusion of the hearing it was

Resolved: that the action of the Board on December 6, 1935 relative to John J. Biggy be, and hereby is, confirmed; and that the Clerk be, and she hereby is, directed to mail a copy of this vote, postage prepaid, to said John J. Biggy at his address appearing on the books of this corporation.

The Director reported that notice had been received of the final approval of the W. P. A. Project for the Reclassification of the Book Collections of the Central Library on the Library of Congress Classification Scheme, and that under this project there would almost immediately be employed a total of 1000 W. P. A. workers, for whose direction the Library would be responsible.

He stated also that in order to provide the depository set of Library of Congress printed catalog cards requisite for this work the Librarian of Congress had negotiated on his own account with the Massachusetts State Library for the release to the Boston Public Library of the Library of Congress depository catalog in its possession, and that the Trustees and the Librarian of the State Library had agreed, upon representations from the Librarian of Congress, to accede to the latter's request. The Director stated that he had expressed to the Librarian of Congress and to the Librarian of the Massachusetts State Library the appreciation of this Library for the above generous action.

On recommendation of the Director it was

Resolved: that there be granted to Elizabeth B. Boudreau, First Assistant, leave of absence without loss of pay for four weeks dating from November 22, 1935, because of

January 3, 1936

illness, certified by her physician, and Miss Boudreau having been in the service of the Library for fifteen years.

The Director reported that he had reason to believe that Francis W. Lee, Chief of the Printing Department, would request shortly a leave of absence, and that, in accordance with the informal direction of the Board at its last meeting, he would make the necessary arrangements for the granting of such a leave, subject to confirmation by the Board.

The Director stated that Pierce E. Buckley, Supervisor of General Reference Departments, and Assistant Librarian, had been seriously ill since October, and he now recommended that there be granted to Mr. Buckley a leave of absence for three months. It was therefore

Voted: that there be granted to Pierce E. Buckley, Supervisor of General Reference Departments, and Assistant Librarian, leave of absence without loss of pay for three months dating from October 24, 1935, because of illness, certified by his physician, and Mr. Buckley having been in the service of the Library for forty-four years.

The Director brought to the attention of the Board the present scarcity of administrative help in the Reference Division (i.e., the Central Library). He stated that this was due to the present unavailability for their regular duties of the two second ranking officers of the Division, the Supervisor of General Reference Departments and the Supervisor of Special Reference Departments, as well as to vacancies existing in the headship of three departments, namely the Periodical Department, the Fine Arts Department, and the Technology Department. He stated that Mr. Pierce E. Buckley, Supervisor of General Reference Departments, had been absent for some months because of prolonged illness, from which it is uncertain that he may be able to return to the active service of the Library; and that Mr. Francis J. Hannigan, Supervisor of Special Reference Departments, who has for the last year or so had to devote his time largely to serving also as Director-in-Chief of the Library's E.R.A. Projects, will now have to devote his time exclusively to the latter activity as there goes at once into effect the new W.P.A. Project for the Reclassification of the Book Collections of the Central Library on the Library of Congress Classification Scheme, with its accompanying expansion of personnel from its present total of 700 relief workers under the E.R.A.

January 3, 1936

to a new total of 1000 workers under the W.P.A.

The Director stated that, with the putting into effect now of the W.P.A. Reclassification Project, steps would have to be taken at once to make provision for adequate administrative help for carrying on the regular work of the Library as well as the additional W.P.A. work for which the Library is assuming responsibility. It was his recommendation, in view of the above mentioned existing vacancies in the regular personnel of the Library, that steps be taken at once to obtain for one of these the services of an individual with the qualifications requisite for administrative work. His specific recommendation was that there be filled at once the position of "Chief of the Technology Department, and Deputy Supervisor of Special Reference Departments", made vacant by the recent retirement of Mr. George S. Maynard. He stated that there were in his judgment no individuals at present in the Service of the Library who possessed the desired qualifications, and he therefore recommended for the above position Mr. Frank N. Jones, a man of considerable promise, formerly a member of the staff of the Boston Public Library, from which he was called in 1934 to his present position as Librarian of the Newburyport (Mass.) Public Library.

After a general discussion action was deferred until the next meeting.

The Director presented to the Board an invitation received from Harvard University for the appointment of a delegate to represent the Library at its Tercentenary Celebration. The appointment of a delegate was postponed until the following meeting.

Dissolved:

Elizabeth B. Brockmeyer
Clerk.

Friday, January 17, 1936

January 17, 1936

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Buxton, Kristein, and Sedgwick.
The President, Mr. Buxton, in the chair.

The record of the regular meeting of January 3, 1936, as presented, was approved.

January 17, 1936

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$7,527.37.

The following bills, having been approved by the Director and the President, were allowed and ordered paid: the December 31st supplementary draft, chargeable to the General Appropriation in the amount of \$13,300.40; the January 31st draft, chargeable to the General Appropriation in the amount of \$6,177.71, and to Trust Funds Income in the amount of \$100.00.

The Director stated that he had received from Francis W. Lee, Chief of the Printing Department, a request for a leave of absence for three months, and he recommended that this leave be granted. It was therefore

Voted: that there be granted to Francis W. Lee, Chief of Printing Department, leave of absence without loss of pay for three months, for reasons of general health, and Mr. Lee having been in the service of the Library for forty years.

The Director reported that the condition of the health of Percie E. Buckley, Supervisor of General Reference Departments, and Assistant Librarian, was still such that he recommended that a further leave of absence of three months be granted Mr. Buckley. It was therefore

Voted: that there be granted to Percie E. Buckley, Supervisor of General Reference Departments, and Assistant Librarian, leave of absence without loss of pay for three months dating from January 24, 1936, because of illness certified by his physician, and Mr. Buckley having been in the service of the Library for forty-four years.

The Board again considered the matter of the appointment of a Deputy Supervisor of Special Reference Departments. After general discussion it was agreed that there be secured, if possible, the services of Frank N. Jones in this capacity, Mr. Jones having formerly been a member of the staff of the Boston Public Library, and since 1934 Librarian of the Newburyport Public Library. It was therefore

Voted: that, contingent upon the approval of the Mayor, Frank N. Jones be appointed Chief of the Science and Technology Department and Deputy Supervisor of Special Reference Departments, at a salary of \$3500 per annum, the

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appointment to go into effect at as early a date as can be arranged.

The Director stated that there was shortly to be conducted throughout the city the 1936 Community Fund Campaign, and requested that he be given the authority to make the necessary arrangements for conducting this campaign among members of the staff. He stated that this yearly campaign was the one exception which had been made by the Trustees to their ruling against solicitation within the Library. It was therefore

Voted: that the Director be authorized to take action for presenting to the members of the library staff the appeal of the Community Fund Campaign of 1936, and to make whatever arrangements may prove necessary for expediting the collection of the amounts subscribed by the individual members of the staff.

The Director announced receipt of a notice of a bequest of \$1000 from the late Francis A. Morse for the establishment of the Francis A. Morse Library Fund, the interest only to be expended annually for books suitable for children of school age to be purchased for the West Roxbury Branch Library. The Director was requested to convey to the son of Mr. Morse and the executor of his estate, Mr. Herbert R. Morse, the appreciation of the Board for his father's remembrance of the Library.

The Director reported that since the last meeting of the Board the Library had closed its books for the fiscal year 1935 and that the unexpended balance from the city appropriations for the year had been in the amount of approximately \$7000.

The Director stated that beginning with January 1, 1936 there had been instituted by the City Auditor, under the direction of the Mayor, and in conjunction with the Budget Commissioner, a quarterly allotment system, for the operating expenses of the several departments pending the final passage of the city budget later in the year. He stated that the allotments which had been made for the Library Department for the first quarter of 1936 were in general satisfactory, with the single exception of that group of accounts which includes the one for the purchase of books. He stated that the allotment made for the latter indicated that a substantial reduction over the 1935 allowance for books was contemplated in 1936. He pointed out the disastrous consequences which such a reduction would have upon the

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work of the Library, and it was agreed that the Director should confer at once with the Budget Commissioner in presentation of the Library's need for an adequate appropriation for the purchase of books.

The Director reported that in accordance with the vote of the Board on October 19, 1934, there had been employed at the Business Branch a cataloger to work on the preparation of a subject catalog for that library. He stated that this work was not completed as yet, that it was highly important that it should be carried forward as rapidly as possible, and that in his opinion it would be well to continue the services of this cataloger for a further period. It was therefore

Voted: that, in order to carry forward the preparation of a subject catalog for the Business Branch, there be continued through July 1, 1936, the services of the cataloger engaged in this work, her services to be paid for from the income of the Louis E. Kerstein Fund.

The Director reported that following a recent heavy rain storm it had been necessary to take emergency action relative to the replacing of a number of broken tiles in the roof of the Central Library building. In view of this situation the Library had caused an investigation of the condition of the entire tile roofing of the building to be made. There had been enlisted for the purpose the services of the E. Stanley Wres Company, Inc., a firm having expert experience with tile roofing and having also been engaged over a number of years on various stages of the work of putting the tile roofing of the Central Library into good condition. Its report was that 688 tiles had been found in a broken condition and that considerable repointing was needed in a number of places; and that the cost of the necessary repairs would be in an amount not to exceed \$8470. It was therefore suggested that the President and the Director discuss the matter with the Mayor with a view to securing a special appropriation for carrying out the needed repairs.

The Director again brought to the attention of the Board the invitation from Harvard University for the appointment of a delegate to represent the Library at its Tercentenary Celebration. After some discussion it was agreed that if possible the representation of the Library should be shared among three of the Trustees, with one Trustee attending on each of the three days of the celebration. The Director

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was requested to communicate in this sense with the Director of the Tercentenary Celebration.

In continuation of his report on the Library's trust funds at the meeting of December 20, 1935, the Director brought to the attention of the Board the matter of the deposit of some \$50,000, principal and income, in savings banks, although the deposit of principal cash in savings banks as a permanent fund is apparently contrary to City Ordinance. It was agreed that the President should call the matter to the attention of the Corporation Council of the City of Boston.

The President reported that he had conferred with the Corporation Council, Mr. Henry E. Foley, relative to the transferring to the Trustees of the securities comprising the Benton Trust Funds, that the Corporation Council had turned the matter over to Mr. James A. Dorsey of his staff; that Mr. Dorsey had conferred with Mr. Bentley Warren, counsel for Mr. Arthur F. Clarke, the executor of the Benton estate; and that, as a result of this conference, on next Tuesday, January 21, 1936, there were to be turned over to the President of the Trustees of the Boston Public Library the securities comprising the Benton Trust Funds. The following enabling vote was then taken:

Voted: that Mr. Frank W. Buxton be and he hereby is authorized to accept on behalf of the Library Trustees from Arthur F. Clarke, Trustee under the will of Josiah H. Benton, a transfer or transfers of any property, funds or securities distributable to the Library Trustees under the said will and the Agreement of Compromise executed by the Library Trustees in connection with said will and confirmed by decree of the Probate Court for the County of Suffolk dated January 16, 1935; and that Mr. Frank W. Buxton be, and he hereby is further authorized to execute and deliver to the said Trustee under the will on behalf of the Library Trustees such receipts or agreements as he may deem necessary or proper in connection with such transfer or transfers, which receipts or agreements shall be approved by the Law Department of the City of Boston, provided, however, that no receipt or agreement in full satisfaction shall be executed or delivered to the said Trustee until the total amount due from the said Trustee shall have been determined upon a settlement of his accounts as Trustee, as provided in Clause (2) of the said Agreement of Compromise, and until the amount so ascertained shall have been paid.

Disolved:

Elizabeth B. Brockunier
Clark.

February 21, 1936

Friday, February 21, 1936

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Burton, Hall, and Sedgwick.

The President, Mr. Burton, in the chair.

The record of the regular meeting of January 17, 1936 as presented was approved.

The supply list of February 7, which had been authorized by the President since the preceding meeting, was approved in the sum of \$9,011.67.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$2,486.35.

The following bills, having been approved by the Director and the President, were allowed and ordered paid: an addition to the January 31st draft, chargeable to the General Appropriation, in the amount of \$1,386.83; the February 29th draft, chargeable to the General Appropriation in the amount of \$23,267.76, and, chargeable to Trust Funds Income, in the amount of \$2,729.37.

Circular Letters No. 1 and 2 from the Mayor's Office were read and ordered placed on file.

On recommendation of the Director it was

Voted: that there be granted to Lucien E. Taylor, Chief of Cataloging and Classification Department, leave of absence without loss of pay for six weeks dating from January 8, 1936, because of illness certified by his physician, and Mr. Taylor having been in the service of the Library for thirty-two years

and

Voted: that there be granted to Roy A. Nelson, Painter, leave of absence without loss of pay for three and a half weeks dating from January 16, 1936, because of illness certified by his physician, and Mr. Nelson having been in the service of the Library for ten and a half years.

and

Voted: that there be granted to Mildred McI. MacBain, Assistant, leave of absence without loss of pay for three weeks dating from January 31, 1936, because of illness certified by her physician, and Mrs. MacBain having been in the service of the Library for ten and a half years.

and

February 21, 1936

Voted: that there be granted to Katherine G. Sullivan, Assistant, leave of absence without loss of pay for four and a half weeks dating from January 29, 1936, because of illness certified by her physician, and Miss Sullivan having been in the service of the Library for thirty years.

The Director presented to the Board the cases of certain members of the staff who, by reason of illness, are in need of financial assistance, and, on his recommendation, it was

Voted: that there be paid to Pierce E. Buckley from the income of the Alice Lincoln Whitney Fund the sum of \$150.

and

Voted: that there be paid to Caroline Curtis, Assistant, the sum of \$66 from the income of the Alice Lincoln Whitney Fund.

and

Voted: that there be paid to Catherine A. McCarthy, Cleaner, the sum of \$36 from the income of the Alice Lincoln Whitney Fund.

and

Voted: that there be paid to Mary S.T. McElman, Assistant, the sum of \$56 from the income of the Alice Lincoln Whitney Fund.

The Director reported that there existed a vacancy in the librarianship of the Tyler Street Branch Library and recommended that Mary A.C. Kavin be appointed to the position. He stated that Miss Kavin had qualified by passing the requisite examinations and had successfully carried on the duties of the position as Assistant-in-Charge for the past six months. It was therefore

Voted: that Mary A.C. Kavin be appointed Branch Librarian of the Tyler Street Branch Library at a salary of \$30 per week.

The Director stated that William F. Sullivan, a Forwarder in the Binding Department, had completed six months in the Probationary Service of the Library and recommended his appointment to the Permanent Service. It was therefore

Voted: that there be confirmed the appointment to the Permanent Service of the Library of William F. Sullivan, Forwarder, at \$43.00 per week, Mr. Sullivan having been certified by the Civil Service Commission and having completed six months probationary service in the Library.

The Director presented to the Board the need for the appointment of a Deputy Supervisor of General Reference Departments to fill the vacancy

February 21, 1936

existing since Francis J. Hannigan was named to the position of Supervisor of Special Reference Departments. He recommended that John H. Reardon, at present Assistant-in-Charge of the Information Department and a member of the staff for 41 years, be appointed Chief of the Information Department, and Deputy Supervisor of General Reference Departments. Following a general discussion of the matter it was

Voted: that John H. Reardon be appointed Chief of the Information Department, and Deputy Supervisor of General Reference Departments, at a salary of \$3500 per year, the appointment to take effect at as early a date as can be arranged.

The Director announced the retirement because of ill health of Pierce E. Buckley, Supervisor of General Reference Departments, and Assistant Librarian, as of February 29, 1936, after 45 years in the service of the Library. In recognition of the long and faithful service of Mr. Buckley it was

Voted: that there be given to Pierce E. Buckley the title of Supervisor of General Reference Departments, and Assistant Librarian, Emeritus, as of March 1, 1936.

The Director announced that there had been received another anonymous gift for story-telling, and it was

Voted: that the Board express its grateful thanks to the anonymous donor of the sum of \$50 for story-telling in the public schools, the same to be carried on under the auspices of the Public Library and under the direct supervision of Alice M. Jordan, Supervisor of work with children; and that Miss Jordan be asked to express to the donor the grateful thanks of the Board for the interest and trust reposed in the work which the library carries on in behalf of children.

The Director reported that, as requested at the previous meeting, he had communicated with the proper authorities at Harvard University relative to the representation of the Library at the forthcoming Harvard University Tercentenary Celebration. He stated that in reply to his inquiry it had been suggested that the Director might properly represent the Library as its administrative head, inasmuch as the Trustees were individually to receive invitations to the Celebration. It was therefore agreed that the Director should be named the delegate of the Library to the Harvard University Tercentenary Celebration.

The President reported that on January 22 and 23, 1936, there had been turned over to him as President the bonds and the stocks comprising the bulk of the Benton funds as held by Arthur F. Clark, Trustee under the

February 21, 1936

will of the late Josiah H. Benton, and that in turn he had then delivered these same stocks and bonds into the custody of the City Treasurer in accordance with statutory requirements.

The Director reported that he had recently conferred with the City Treasurer relative to the Library's trust funds, particularly in the matter of the investment and re-investment of principal cash.

The Director stated that the Library was proposing to purchase a copy of the rare incunabula "Der Schatzbehälter" (Nuremberg, Koberger, 1491), chargeable to the James Lyman Whitney Fund for the purchase of rare and expensive books.

The Director submitted a report on the expenditures for keeping open house at the West End Branch Library on Christmas Eve as follows:

On hand January 1, 1935	\$ 2.94
Contributed by Trustees at the rate of \$5 each	25.00
Total	\$ 27.94
Expenditures by Miss Goldstein	25.00
Balance January 17, 1936	\$ 2.94

The Director reported that arrangements were being made with Mr. D. B. Updike for professional assistance in the redesigning of "More Books", for the sum of \$125.

The Director brought to the attention of the Board the recommendation made by Examining Committees in recent years that there be established in the Abbey Room an administrative headquarters for the public departments of the Central Library, to serve as a central point to which the public might turn for general aid in the use of the Library, and at which complaints might be received and adjusted, and from which there might proceed a coordination of the work of the several public departments. He presented plans for carrying into effect this recommendation. Following a general discussion of these it was agreed that the Director should proceed to carry out the establishment of such an administrative headquarters in accordance with the plans submitted.

The Director reported upon the results being achieved in the following-up of cases of lost, mutilated, and unrecoverable books. He stated that in 1935 as compared with 1934 there had been brought about a decrease of 38% in the number of unrecoverable books, and that in January 1936 as compared with January 1935 there had already occurred a 25% decrease in the number of cases requiring special messenger follow-up. He pointed out the difficulties met in handling cases of theft or mutilation,

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due to the lack of provision of penalties therefor in the Rules and Regulations of the Library, and stated that with the permission of the Board he would proceed to have the necessary regulations drawn up, submitted to the Corporation Counsel for an opinion as to their legality, and then put into effect.

Dissolved:

Elizabeth B. Brockmire
Clerk.

March 6, 1936

Friday, March 6, 1936

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Buxton and Hall.

The President, Mr. Buxton, in the chair.

In view of the lack of a quorum the following action was taken, subject to confirmation of the members of the Board as evidenced by their written approval of these minutes.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$4,981.80.

The following bills, having been approved by the Director and the President, were allowed and ordered paid: an addition to the February 29th draft, chargeable to Trust Funds Income on deposit in London in the amount of £111:17:0; the March 31st draft, chargeable to the General Appropriation in the amount of \$948.53, £5:18:8, Pmkrs 99.35, Lire 260., Frs 803.25, chargeable to Trust Funds Income in the amount of £105:4:1, Pmkrs 869.41, Lire 1783.90, Frs 4622.80, Pesetas 1113.70, Belgian Frs 1360.; and special drafts, chargeable to Trust Funds Income in the amount of \$308.00.

The Director announced the death on February 27, 1936 of Pierce E. Buckley, Supervisor of General Reference Departments, and Assistant Librarian.

The Director stated that due to Mr. Buckley's death there now existed a vacancy in the position of Supervisor of General Reference Departments. He stated further that in his position of Supervisor of opinion Mr. Francis J. Hannigan, Supervisor of Special Reference

March 6, 1936

Departments, was eminently suited for this position and recommended that he be transferred from the position of Supervisor of Special Reference Departments to that of Supervisor of General Reference Departments. It was therefore

Voted: that Francis J. Hannigan be appointed Supervisor of General Reference Departments, at a salary of \$5,000 per annum, the appointment to go into effect at as early a date as can be arranged.

The Director pointed out that as a result of this transfer of Mr. Hannigan the position of Supervisor of Special Reference Departments would be unfilled. He suggested the availability of Mr. Edward H. Redstone, Librarian of the Massachusetts State Library, Boston, and formerly Librarian of the Social Law Library of Boston, an individual of wide experience and well fitted to meet the needs of such a position. After a general discussion of Mr. Redstone's qualifications it was agreed that, contingent upon the approval of the Mayor, Mr. Redstone be appointed Supervisor of Special Reference Departments at a salary of \$5,000 per annum. It was therefore

Voted: that Edward H. Redstone be appointed Supervisor of Special Reference Departments, at a salary of \$5,000 per annum, the appointment to go into effect at as early a date as can be arranged.

The Director announced the resignation of Louis F. Randlett, Chief of Book Selection Department, to become Assistant Librarian of the Bangor (Maine) Public Library on or about May 1, 1936. The Director stated that he would present at a later meeting suggestions for a reorganization of the Book Selection Department into two divisions, together with his recommendations for the personnel arrangements necessary for this purpose.

On recommendation of the Director it was

Voted: that there be granted to Isabel E. Wetherald, Branch Librarian, Lower Mills Branch Library, leave of absence without loss of pay for 19½ days dating from February 8, 1936, because of illness certified by her physician, and Miss Wetherald having been in the service of the Library for thirty-eight years.

The Director brought to the attention of the Board the need for securing technical assistance from an expert in the Library of Congress

March 6, 1936

classification in connection with the Library's W. P. A. Project for the Reclassification of the Scholarly Book Collections of the Central Library on the Library of Congress Classification Scheme. He stated that he had already set forth the need for expert service in connection with the Library's W. P. A. Projects when acceding to the Mayor's request of last summer that the Library expand its W. P. A. activities. He stated further that the need was only for the duration of the W. P. A. Reclassification Project and that he believed that the cost thereof could probably be met from the special appropriation made by the City for meeting the necessary costs of the City's share in carrying on W. P. A. projects.

The Director stated that inquiry had been made during the past three months with a view to finding an individual with the proper qualifications. He recommended for the purpose Mr. William J. Shules, formerly of the Library of Congress, who is just completing a similar piece of work in which he has carried out the reclassification along Library of Congress lines of the library collections of the Johns Hopkins University Libraries.

It was agreed that the President and the Director should confer with the Mayor and take whatever action necessary in the matter, subject to the final confirmation of the Board.

The Director stated that in his absence from the Library there was no provision for signing checks in payment of the Library's smaller bills of \$25 or less. He recommended that some provision be made to meet this situation. It was suggested that the Director communicate with the Corporation Counsel relative to the legal aspects of the matter.

The Director reported that on March 5 he had conferred with the Budget Commissioner of the City of Boston, Mr. Francis J. Murray, relative to the Library's Budget for 1936. He stated that he had found Mr. Murray sympathetic with the needs of the Library, and that as a result of this conference he had reason to believe that the appropriation for the purchase of books would finally be set at \$100,000 rather than at the tentatively set figure of \$75,000.

As requested at the previous meeting of the Board, the Director presented a report from the City Treasurer, Mr. John H. Dorsey, upon the evaluation of the Benton Estate, this evaluation having been made by the First of Boston Corporation and by R. L. Day and Co. He

March 6, 1936

stated also that he had conferred with the City Treasurer relative to the distribution of the holdings of the Benton Estate between the principals of the Benton Book Fund and the Benton Building Fund and the respective incomes from each of those funds.

The President reported that he had asked Mr. Philip Rhineland, of Choate, Hall & Stewart, to confer with the Trustee of the Benton Estate, Mr. Arthur F. Clarke, as to the dates of acquisition and book value at time of acquisition of those securities other than the state obligations.

The Director brought to the attention of the Board a report received from J. R. Worcester and Company, Engineers, upon their examination of the overloading in the west wing and upon the condition of the bulge in the outer westerly wall of the Central Library building. This report stated that as a result of the examination it was the firm's belief that the present loads carried in the west wing of the building might be maintained, but that there should be no increase in this load, nor should there be any marked shifting in the loads within this sector. The report stated further that an examination of the bulge in the westerly wall failed to reveal that this bulge was due to settling of the building, since no cracks had developed in the vicinity as a result of such a settling. The conclusion was that faulty workmanship at the time the building was constructed was responsible for this bulging.

Dissolved:

Elizabeth B. Brockmeyer
Clerk

Friday, April 3, 1936

April 3, 1936

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p. m.

Present: Messrs. Buxton, Hall, Krinstein, and O'Connell.
The President, Mr. Buxton, in the chair.

The records of the regular meetings of February 21, and March 6, 1936 as presented were approved.

The supply list of March 20, which had been authorized by the President since the preceding meeting, was approved in the sum of \$4,223.36.

April 3, 1936

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$6,457.46.

The following bills, having been approved by the Director and the President, were allowed and ordered paid: the March 31st draft, chargeable to the General Appropriation in the amount of \$23,598.59, and to Trust Funds Income in the amount of \$7,936.08; the April 30th draft, chargeable to the General Appropriation in the amount of \$1,368.54.

The Director brought to the attention of the Board the fact that the income for the year 1935 from the Children's Fund, held by the Trustees under the will of the late Josiah H. Benton, was now at hand and should be paid over to the Rector of Trinity Church in accordance with the 12th clause of the will. It was therefore

Voted: that there be paid to Arthur Lee Kinsolving as he is Rector of Trinity Church in the City of Boston, the sum of Three thousand nine hundred forty-two and 57/100 dollars (\$3,942.57); the same being the income for the year ending December 31, 1935 on the Children's Fund given to the Library under the 11th clause of the will of Josiah H. Benton; as required by the 12th clause of said will.

Circular Letters No. 3 and 4 from the Mayor's Office were read and ordered placed on file.

On recommendation of the Director it was

Voted: that there be granted to Mary A. Reynolds, Second Assistant, leave of absence without loss of pay for eight weeks dating from March 10, 1936, because of illness certified by her physician, and Miss Reynolds having been in the service of the Library for forty-one years.

The Director brought to the attention of the Board the case of a member of the staff who through illness was in need of financial assistance, and recommended that she be given a grant from the income of the Alice Lincoln Whitney Fund. It was therefore

Voted: that there be paid to Nettie C. Bandiera, Sewer, the sum of \$47 from the income of the Alice Lincoln Whitney Fund.

The Director announced the resignation of Ernest J. Rousseau, Assistant in the Shipping Department, as of March 17, 1936.

April 3, 1936

The Director also announced the resignation of Harrison A. von Uff, Assistant in the Technology Department, as of April 17, 1936.

The Director presented to the Board a letter, under date of March 12, 1936, received from Chester A. S. Fazakas, Assistant, Central Office of Branch Libraries, in application for the position of Supervisor of General Reference Departments. No action was taken.

The Director stated that during May and June there were to be held the annual meetings of the American Library Association, the Massachusetts Library Association, and the Special Libraries Association. He recommended that, in accordance with past practice, members of the staff who are also members of the aforesaid associations be permitted to attend such annual meetings without loss of pay. It was therefore

Voted: that there be granted to members of the library staff who are also members of the American Library Association leave of absence without loss of pay for attendance at the annual meeting of the American Library Association to be held in Richmond from May 11 to 16, 1936, provided that such absence does not interfere with the requirements of the Library's service.

and further *Voted:* that the Director be requested to represent the Library at the annual meeting of the American Library Association to be held in Richmond from May 11 to 16, 1936 and that his expenses therefor be paid by the Library.

and

Voted: that there be granted without loss of pay the necessary time for attending the annual meeting of the Massachusetts Library Association, to be held at Swampscott on June 5 and 6, 1936, to those members of the library staff who are also members of the Massachusetts Library Association, provided that such absence can be arranged without detriment to the Library's service.

and

Voted: that there be granted without loss of pay the necessary time for attending the annual meeting of the Special Libraries Association, to be held in Montreal from June 16 to 19, 1936, to those members of the library staff who are also members of the Special Libraries Association, provided that such absence can be arranged without detriment to the Library's service.

The Director reported that notice had been received from the Office of the Mayor that contributions from city employees to the Red Cross flood relief funds were to be sought and the proceeds forwarded

April 3, 1936

to the City Treasurer for transmission to the Red Cross. After a general discussion of the matter, it was agreed that boxes, or some other arrangement in the discretion of the Director, should be provided wherein contributions might be placed, but that there should be no general canvass of members of the staff for this purpose.

The Director reported that on March 27th he had received word from Budget Commissioner Francis J. Murray that the Mayor had requested that the estimates for the entire 1936 city budget be reduced arbitrarily by a specified amount and that the Library Department as its share of this arbitrary reduction would therefore have to reduce its estimates, as tentatively allowed on March 5, 1936, by the sum of \$30,000. The Director stated that in accordance with these instructions the requested reduction in estimates had been carried through by adjustments in the several sections of the Library's budget and the resulting revised estimates subsequently submitted to the Budget Commissioner by March 30th as requested.

The Director stated that in accordance with the instruction of the Board at its preceding meeting he had requested of the Corporation Counsel an opinion relative to the responsibility of the Trustees in the matter of the investment of the funds constituting the Benton estate, as set forth under the provisions of the Benton will and under those of the agreement of compromise of February 15, 1935. He presented to the Board an opinion from the Corporation Counsel, setting forth that the aforesaid funds must be invested by the Treasurer of the City of Boston under the direction of the Library Trustees subject to the limitations set forth in paragraph two of Clause Twelfth, and further that the Trustees are under a duty to direct the Treasurer with reference to the prudent investment of said funds, in which they may, if they so desire, seek advice from the City Treasurer.

The Director brought to the attention of the Board the matter of the appointment of an Examining Committee for 1936. There ensued a general discussion of possible members. It was then agreed that the following individuals should be asked to serve as members of the Examining Committee for 1936:

Philip R. Allen
George Bramwell Baker
Walter B. Briggs
Patrick J. Campbell

Mrs. Bertha Mahoney Miller
George P. Nuttall
Hon. James P. Parmenter
Mrs. Elizabeth W. Perkins

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Mrs. William H. Dewart
Carl Dreyfus
George H. Edgell
Dr. Albert Ehrenfried
Miss Susan J. Finn
Mrs. Francis Gray
Chester N. Greenough
Francis R. Hart
M. A. De Wolfe Howe
Dr. Henry Jackson
Herbert F. Jenkins
Henry Lewis Johnson
Carl J. Keller
Rev. Robert H. Lord
Charles D. Maginnis

Hon. John F. Perkins
Mrs. Edward M. Pickman
Hon. Abraham E. Pinianski
Philip H. Rhinelanders
Charles M. Rogerson
Daniel Sargent
Harlow Shapley
Mrs. Arthur A. Shurcliff
Mrs. Francis E. Slattery
Mrs. James Jackson Storrow
Charles H. Taylor
D. B. Updike
Dr. Henry R. Vieta
Mrs. Frederick Winslow

Dissolved: Elizabeth B. Brockunier
Clerk

Friday, April 17, 1936

April 17, 1936

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Buxton and Kirstein.

The President, Mr. Buxton, in the chair.

In view of the lack of a quorum the following action was taken, subject to confirmation of members of the Board as evidenced by their written approval of these minutes.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$4,192.13.

The following bills, having been approved by the Director and the President, were allowed and ordered paid: the April 30th draft, chargeable to the General Appropriation in the amount of \$20,628.74, £92.10.5, French Francs 3369.80, Marks 816.03, Pesetas 70.30, Lire 869.30, and to Trust Funds Income in the amount of \$9,053.48.

The Director announced the retirement as of April 30, 1936 of

April 17, 1936

Caroline Curtis, Assistant, for reasons of health after twenty-one years in the service of the Library.

The Director brought to the attention of the Board the cases of two members of the staff who by reason of illness are in need of financial assistance. On his recommendation it was

Voted: that there be paid to Marie J. Cashman, Assistant, the sum of \$25 from the income of the Alice Lincoln Whitney Fund.

and

Voted: that there be paid to Carolyn E. Vassallo, Assistant, the sum of \$25 from the income of the Alice Lincoln Whitney Fund.

The Director announced that there had been received from Mr. Herbert R. Morse, the executor of the estate of the late Francis A. Morse, a check in the amount of one thousand dollars (\$1000) in payment of the bequest to the Library under the will of his father, Francis A. Morse. In accordance with the terms of the will it was therefore

Voted: that there be accepted by the Trustees of the Public Library of the City of Boston the sum of One thousand dollars (\$1000) received as a bequest under the will of the late Francis A. Morse of W. Roxbury, this sum to be turned over to the City Treasurer to be funded as the Francis A. Morse Library Fund, of which the interest only is to be expended annually for the purchase of books for the West Roxbury Branch Library suitable for children of school age.

The Director presented to the Board copies of votes passed by the Boston Public Library Employees Benefit Association at its annual meeting on April 7, 1936 in appreciation of the courtesy of the Trustees in granting space in the Central Library to the Association for its post card counter, and also in granting time to members to attend the quarterly meetings of the Association.

The Director presented a communication, under date of April 9, from a committee in behalf of residents of the Egleston Square section requesting the establishment of a branch library in that section of the city. The Director was requested to reply that the Board regrets that it is not possessed of funds to make possible the extending of the plant of the Library.

The Director brought to the attention of the Board the matter of the Library's budget for 1936 as tentatively set by the Budget Commissioner, in which the book fund had been reduced to the amount of \$55,000. He stated that such a drastic reduction in the amount to be expended for

April 17, 1936

books presented a very serious problem. After a general discussion it was agreed that the Director should draw up a full statement of the Library's book situation, to bring out the need to offset the existing serious depletion of book stock through wear, the unavailability of income of trust funds for purposes other than those specified in deed of gift, and, in particular, the unavailability of the income of the Benton Fund for books other than those of a scholarly nature; that the Director should submit this statement to the Trustees individually; and thereafter that copies of this statement be brought to the attention of the Mayor, the Budget Commissioner, the City Auditor, and the Corporation Counsel.

The Director reported that, in accordance with the instruction of the Board at its meeting on March 6, the President and he had conferred with the Mayor relative to the need for securing technical assistance from an expert in the Library of Congress classification in connection with the Library's W.P.A. Project for the Re-classification of the Scholarly Book Collections of the Central Library on the Library of Congress Classification Scheme; that in their interview with the Mayor they had brought to his attention the availability for this work of Mr. William G. Shules, now engaged in a similar piece of work at the Johns Hopkins University Libraries; and that there had just been received from the Mayor approval to the engaging of such an expert for the duration of the W.P.A. Reclassifying Project, his services to be paid from the special appropriation made by the City for meeting the necessary costs of the City's share in carrying on W.P.A. projects.

The Director reported further that in connection with the Library's W.P.A. Project for the Reproduction and Indexing of its Collections of Boston Newspapers it would be necessary to secure the services of an individual qualified to direct the compiling of such an index. It was agreed that the President and the Director should make inquiry as to individuals with newspaper experience who might be available and qualified for carrying on such a piece of work.

It was agreed that thereafter the Director should proceed to effect the necessary arrangements for obtaining such expert service as the above for the period of duration of the W.P.A. Projects in question.

The Director indicated that the stated date for the

April 17, 1936

next regular meeting of the Board was May 1; for the annual meeting, May 4; and for the next following regular meeting, May 15. It was agreed that the next regular meeting should be postponed to the date of the annual meeting, namely, May 4, and that the next following regular meeting should be held on May 22.

Dissolved:

Elizabeth B. Brockner
Clerk

I hereby confirm the above action as taken by Messrs. Buxton and Kirstein on April 17, 1936, in the absence of a quorum.

1/3 Frank W. Buxton

1/3 John L. Hall

1/3 Louis C. Kirstein

1/3 W. Card. O'Connell

1/3 Elery Sedgwick

May 6, 1936

Wednesday, May 6, 1936

A regular meeting of the Corporation was held in the Trustees' Room at 5:00 o'clock p.m.

Present: Messrs. Buxton, Hall, and O'Connell.

The President, Mr. Buxton, in the chair.

The records of the regular meetings of April 3 and April 17, 1936 as presented were approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$3,044.61.

The following bills, having been approved by the Director and the President, were allowed and ordered paid: the April 30th draft chargeable to the General Appropriation in the amount of \$660.40 and chargeable to Trust Funds Income, Special Drafts in the amount of \$50.00; the May 31st draft, chargeable to the General Appropriation in the amount of \$917.59.

The Director brought to the attention of the Board the cases of two members of the staff, who by reason of illness were in need of financial assistance. On his recommendation it was

May 6, 1936

Voted: that there be paid to Mary A. Hackett, First Assistant, the sum of \$30 from the income of the Alice Lincoln Whitney Fund.

and

Voted: that there be paid to Veronica C. Moran, Children's Librarian, the sum of \$25 from the income of the Alice Lincoln Whitney Fund.

The President reported that, in accordance with the instructions of the Board at its last meeting that the Director proceed with the necessary arrangements for engaging the services of a classification expert for the duration of the Library's N.P.A. Project for Reclassifying the Scholarly Book Collections of the Central Library on the Library of Congress Classification Scheme, the Director had arranged for Mr. William G. Shules to begin work at the Library for this purpose on May 1st. It was therefore

Voted: that there be confirmed the action of the Director in engaging the services of William G. Shules as a classification expert for the duration of the Library's N.P.A. Project for Reclassifying the Scholarly Book Collections of the Central Library on the Library of Congress Classification Scheme, payment for Mr. Shules' services to be at the rate of \$3500 per annum.

and further

Voted: that there be paid to Milton E. Lord, Director, the sum of \$40.17 for traveling expenses incurred in connection with obtaining the services of a classification expert for the Library's N.P.A. Project for Reclassifying the Scholarly Book Collections of the Central Library on the Library of Congress Classification Scheme.

The Director reported that consideration was being given to personnel arrangements for carrying on the book selection activities of the Library, as made necessary because of the resignation of Louis T. Parlett, Chief of the Book Selection Department; that at present he was attempting to carry through certain re-arrangements of duties for the purpose of effecting a more adequate distribution of the activities of book selection; and that, after effecting this re-arrangement of duties, he hoped to be able to present to the Board his recommendations for appointment.

The Director presented to the Board a communication from the Art Commission of the City of Boston requesting that the Trustees of the Public Library submit to the Mayor a list of three individuals

May 6, 1936

from which the Mayor might appoint a member of the Art Commission for the five year term beginning May 1, 1936. Following a discussion of possible candidates, it was decided that the names of William J. Aldrich, Philip Wadsworth, and Daniel Sargent be submitted to the Mayor.

The Director reported that he had consulted with the Corporation Counsel of the City of Boston, Mr. Henry E. Foley, relative to the accounting of the Benton Estate. He stated that the Corporation Counsel had offered the opinion that the Trustees might well proceed to an examination of those accounts already filed by the Executor, Mr. Arthur F. Clarke, but not as yet allowed, in order to determine the residue at the time of the death of Mrs. Benton, as a basis for attempting a preliminary distribution of the funds. It was agreed that the Director and Mr. Hall should proceed to carry out such an examination at their earliest convenience.

The Director presented a letter received from the Massachusetts Civic League, Inc., requesting trustees of public libraries in Massachusetts to protest the pending appointment to the position of State Librarian. No action was taken in the matter.

Dissolved:

Elizabeth B. Brockunier
Clerk.

Annual Meeting
May 6, 1936

Wednesday, May 6, 1936

The annual meeting of the Corporation, postponed from Monday, May 4, 1936, was held at 5:25 o'clock p. m.

Present: Messrs. Buxton, Hall, and O'Connell.

The President, Mr. Buxton, in the chair.

The Corporation elected by ~~voice~~ ~~vote~~ vote its officers for the ensuing year.

First vote for President

Mr. Buxton voted for Louis E. Krinstein, Mr. Hall voted for Louis E. Krinstein, Cardinal O'Connell voted for Louis E. Krinstein, and Louis E. Krinstein was declared elected President.

First vote for Vice President

Mr. Buxton voted for Ellery Sedgwick, Mr. Hall

Annual Meeting
May 6, 1936

voted for Ellery Sedgwick, Cardinal O'Connell voted for Ellery Sedgwick, and Ellery Sedgwick was declared elected Vice President.

First vote for Clerk

Mr. Buxton voted for Elizabeth B. Brockunier, Mr. Hall voted for Elizabeth B. Brockunier, Cardinal O'Connell voted for Elizabeth B. Brockunier, and Elizabeth B. Brockunier was declared elected Clerk.

On motion of Mr. Hall the following enabling acts were then taken:

Voted: that any member of the Corporation be and thereby is authorized to sign on behalf of the Corporation bills, special drafts, and payrolls of the Library.

and

Voted: that, until the next annual meeting, the President, or Vice President, or in the inability of either, any member of the Board of Trustees, be and hereby is authorized to sign contracts entered into by the Board.

Dissolved:

Elizabeth B. Brockunier
Clerk.

The Clerk qualified for office by taking the following oath.

I, Elizabeth Brady Brockunier, solemnly swear that I will well and faithfully perform all the duties incumbent upon me as Clerk of the Trustees of the Public Library of the City of Boston; so help me God.

Elizabeth B. Brockunier

Sworn and subscribed to before me this sixth day of May, A.D.

1936.

Robert F. Dixon

Notary Public

My commission expires
March 6, 1939

May 22, 1936

Friday, May 22, 1936

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Buxton, Krinstein, and Lord.

The President, Mr. Krinstein, in the chair.

The records of the regular meeting and the annual meeting of May 6, 1936 as presented were approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$3,966.22.

The following bills, having been approved by the Director, or the Clerk, and a Trustee, were allowed and ordered paid: the May 31st draft, chargeable to the General Appropriation in the amount of \$23,526.08 and to Trust Funds Income in the amount of \$3,269.56.

Circular Letters No. 5 and 6 from the Mayor's Office were read and ordered placed on file.

The Director presented attested notifications from the City Clerk that John L. Hall had appeared at City Hall and been duly sworn as a Trustee of the Public Library of the City of Boston for the term ending April 30, 1941, and that Robert H. Lord had appeared at City Hall and been duly sworn as a Trustee of the Public Library of the City of Boston for the term ending April 30, 1937.

The Director reported that since the last meeting there had been received a second distribution of assets of the Benton estate in the amount of \$163,395.35 which had been turned over to the custody of the City Treasurer. He further reported that the Library had been given the nineteen accountings of the Benton estate for the years 1917-1935 as prepared for the Probate Court by the Trustee, Mr. Arthur F. Clarke, and that there would shortly be available a statement showing what portion of the securities delivered to the Trustees of the Library in January last are traceable to income received since December 27, 1927, the date of the death of Mr. Benton's widow, and re-invested by the Trustee of the estate.

The Director agreed to consult with the Corporation Council and with Mr. Hall to ascertain the subsequent steps to be taken by the Trustees in the matter of the examination of the accountings,

May 22, 1936

and to make his report thereon at the next meeting of the Board.

The Director reported briefly on the question of a leave of absence without pay being given to a member of the staff in order that she may attend a library school for the next academic year; on the progress made in the matter of the reduction of the number of unrecoverable books of the Library; and on the appearance before the Finance Commission of the City of Boston of the Comptroller of the Library and several branch librarians and janitors to testify as to the quality of the coal supplied the Library Department by the Supply Department during the past winter.

Dissolved:

Elizabeth B. Brockmeyer
Clerk.

Friday, June 19, 1936.

June 19, 1936

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Krinstein, Lord, and Sedgwick.

The President, Mr. Krinstein, in the chair.

The record of the regular meeting of May 22, 1936 as presented was approved.

The supply list of June 5, which had been authorized by a Trustee since the preceding meeting, was approved in the sum of \$3,484.84.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$2,597.02.

The following bills, having been approved by the Director and the Vice President, were allowed and ordered paid: the June 30th draft chargeable to the General Appropriation in the amount of \$21,353.72, to Trust Funds income in the amount of \$4,119.01, and to Special Appropriation, Central Library Building, Foundations, Improvements, etc. in the amount of \$2,451.33.

Circular Letters No. 7 and 8 from the Mayor's Office were read and ordered placed on file.

The Director was asked to request Mr. Buxton to prepare a suitable minute on the service of William Cardinal O'Connell as a

June 19, 1936.

Trustee of the Library.

The Director announced the resignations of Florence C. Brawley, Assistant, as of June 30, of Catherine R. Carroll, Assistant, as of July 1, of Helen D. Mulloney, Assistant, as of June 3, of Albert J. Pegzati, Assistant, as of May 22, and of Anna G. C. Walsh, Assistant, as of June 29, 1936.

The Board approved the request of the Babson Institute for permission to approach Mrs. Mary Watkins Dietrichson, Business Branch Librarian, relative to the possibility of her making a brief survey of the Library of the Babson Institute.

A request from the publishers of the Boston City Hall News for permission to canvass the library staff for subscriptions was presented to the Board. It was not granted, since it is the policy of the Trustees not to permit ordinarily the solicitation of members of the staff.

There was presented also a request from the Massachusetts League of Women Voters for permission to canvass the library staff for signatures to a petition sponsored by the National League of Women Voters in its campaign for a trained personnel in the public service. It was not granted, on the same grounds as the above request.

The Director announced that on May 25, 1936 appropriations for the Library Department had been passed by the City Council in the total amount of \$1,197,866.

The Director brought to the attention of the Board the drastic reduction in the appropriation by the City for the purchase of books from \$100,000 in 1935 to \$55,000 in 1936. He reported that every effort was being made to devote this sum of \$55,000 as far as possible to the purchase of books to meet the more popular library needs arising in the branch libraries, while for the reference and research needs of the central library there was being used the accumulated balance of income from trust funds. He stated that under this arrangement there would be available for the branch libraries during 1936 the sum of approximately \$50,000 as compared with \$75,000 during 1935; while for the central library there would be available an amount equal to that for 1935, namely, \$50,000, though at the same time the income from funds available for unrestricted use was being used up rapidly and consequently there would soon be increasing difficulty in meeting the general needs of the central library since there would shortly remain available

June 19, 1936

for use only the income from funds restricted in use.

He reported further that in the central library there had been during the first five months of 1936 a gain of nearly 1% in the number of volumes lent to borrowers, as compared with the corresponding period of 1935; but that in the branch libraries there had been over the same period a decrease of 4%. He pointed out that this seemed to correspond directly with the provision of funds for the purchase of books, that in the central library without diminished funds the circulation had increased slightly, whereas in the branch libraries with decreased funds the circulation had decreased.

Discussion followed as to means for meeting the difficulties resulting from the reduction in the appropriation for the purchase of books. It was agreed that the Director should inquire into the matter and report at a later meeting.

The Director reported that, in accordance with the instructions of the Board at its last meeting, he had conferred with the Corporation Counsel of the City of Boston and with Mr. Hall relative to the action which the Trustees should take in the matter of an examination of the accountings of the Benton Estate as filed with the Court by the Executor of the Estate. He stated that the Corporation Counsel had recommended that the services of a qualified accountant be engaged to examine the accounts.

It was agreed that Mr. Hall should be requested to ascertain whether the Rector of Trinity Church as the other interested party under the will desired to have an auditing of the accounts; and if so whether an agreement might be arranged to carry through an accounting along lines that would be mutually satisfactory to the Corporation Counsel of the City of Boston, the counsel for the Trustees, and the counsel for the Rector of Trinity Church.

The Director stated that he had requested from the firm of Lybrand, Ross Bros., and Montgomery an estimate of the cost of making an audit of the accounts of the Estate and that this estimate would be provided as soon as there had been furnished by the Executor the additional accounting now in process for the purpose of tracing the income and the profits from sales from 1927 to date.

June 19, 1936

The Director reported that the ascent of the Trustees to the first and final account of Arthur F. Clarke, Executor under the will of Heloise E. Hersey, had been requested, that he had submitted the papers in the matter to the Corporation Counsel, and that upon receipt of an opinion from the Corporation Counsel the matter would be presented to the Board for action. He stated that he had been informed that the Library's interest in the estate would amount to approximately \$3,500.

On recommendation of the Director it was agreed that Richard L. O'Brien, formerly a steamfitter in the Library's service, be re-instituted in the service of the Library for one day, with the understanding that at the expiration thereof he is to be transferred to the position of laborer, Sewerage Division, Metropolitan District Commission.

The Director reported that for the Library's subscriptions to domestic periodicals for 1936-37 three bids had been requested as usual. One firm had not been interested in bidding. The difference between the bids of the other two had been only \$137.02, the New-England News Company bidding in the amount of \$4,759.68 and the Herman Goldberger Agency in the amount of \$4,896.70. In the view of the satisfactory service rendered by the Goldberger Agency over a period of years, and the doubtful economy involved in having to make the necessary detailed changes in records for subscriptions to nearly 2300 separate periodicals, it was agreed that the placing of the Library's subscriptions to these periodicals for 1936-37 should be left with the Herman Goldberger Agency.

The Director stated that the matter had been brought to the attention of the City Auditor, who had recommended that a record of the action be made by sending to the Mayor a statement of it and the reasons for it. The Director was requested to communicate with the Mayor in this respect.

On motion of Mr. Sedgwick, the following action was taken:

Resolved: that during the summer months and until the next regular meeting the President, or Vice President, be and hereby is authorized to make and enter into contracts on behalf of the Trustees of the Public Library of the City of Boston.

June 19, 1936

Dissolved:

Elizabeth B. Brockmire
Clerk.

Friday, August 14, 1936

August 14, 1936

A special meeting of the Corporation was held in the Trustees' Room at 12:15 p. m.

Present: Messrs. Buxton, Hall, and Sedgwick

The Vice President, Mr. Sedgwick, in the chair.

The record of the regular meeting of June 19, 1936 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$1,415.03.

Supply lists, authorized by a Trustee since the preceding meeting, were approved as follows: the July 3rd list in the sum of \$2,529.52, the July 17th list in the sum of \$2,595.86, and the July 31st list in the sum of \$1,706.00.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid:

the June 30th draft, chargeable to the General Appropriation in the amount of \$1,546.74, to Special Appropriation, Central Library Building, Fireproofing, Improvements, etc. in the amount of \$1,072, and to General Appropriation a special draft in the amount of \$7.57;

the July 31st draft, chargeable to the General Appropriation in the amount of \$19,960.79, to Trust Funds Income in the amount of \$8,946.18, and to Special Appropriation, Central Library Building, Fireproofing, Improvements, etc. a special draft in the amount of \$463;

and the August 31st draft, chargeable to the General Appropriation in the amount of \$18,364.91, and to Trust Funds Income in the amount of \$2,165.29.

Circular Letter No. 9 from the Mayor's Office was read and ordered placed on file.

The Director brought to the attention of the Board the pending matter of the appointment of a Chief of the Binding Department, in succession to James W. Kenney, who took over the duties of Comptroller on October 17, 1934. He stated that an eligible list for this position had finally been established by the Civil Service Commission after a second

August 14, 1936

promotional examination among the members of the Binding Department. He thereupon recommended that there be appointed to the position James P. Moores, whose name was first on this eligible list, and who has been in active charge of the department since Mr. Kenney relinquished the position in October 1934. It was therefore

Voted: that James P. Moores be, and hereby is, appointed Chief of Binding Department at a salary of \$3,000 per annum.

The Director announced the retirement of Agnes C. Doyle, Assistant in Charge of the Genealogy Department, as of July 31, 1936, after 52 years and 6 months in the service of the Library.

The Director announced the impending retirement of Katherine F. Albert, Branch Librarian, Jamaica Plain Branch Library, as of August 31, 1936 after 44 years and 9 months in the service of the Library, and, on his recommendation, it was

Voted: that there be given to Katherine F. Albert, Branch Librarian, Jamaica Plain Branch Library, retired as of August 31, 1936, the title of Branch Librarian, Emeritus.

On recommendation of the Director it was

Voted: that there be granted to Gladys E. Locke, Assistant, leave of absence without loss of pay for three months dating from June 2, 1936, because of illness certified by her physician, and Miss Locke having been in the service of the Library for twenty years.

and

Voted: that there be granted to Harry W. Mathews, First Assistant, leave of absence without loss of pay for ten weeks dating from July 18, 1936, because of illness certified by his physician, and Mr. Mathews having been in the service of the Library for seven years.

The Director reported that there had been received from His Honor the Mayor, under date of June 16, 1936, a request that 23 constables be assigned to the posts in the Library Department filled by police officers, in order that the police officers might be released for active outside duty. He stated that 19 of the constables had reported on June 19th for duty in the Central Library and in the Branch Libraries. Subsequently he had learned that these constables were to be transferred from the payroll of the Public Works Department to that of the

August 14, 1936

Library Department, thus bringing them into the regular service of the Library. Since as Director he had had no power to add to the payroll of the Library without authorization from the Trustees, he had so informed the City Auditor and the Commissioner of Public Works. With their consent the several constables were thereupon left on the payroll of the Public Works Department, though actually on duty in the Library Department, until the Trustees should be able to consider the matter with His Honor the Mayor.

The Vice President stated that, in the absence of the President, he had sent to the Mayor, just prior to the latter's departure from the city for vacation, a letter setting forth the problems involved in bringing into the service of the Library individuals who have not qualified for employment either through the examinations of the Civil Service Commission or those of the Library itself, and over whom the Trustees would not have control relative either to engaging or discharging them. He stated that the Mayor had sent a reply, as he was departing for vacation, that he would take up the matter upon his return.

After a general discussion, it was agreed that it would be unwise not to have at the Central Library a detail of 4 uniformed regular police officers as previously, since the Central Library houses materials of great rarity and value; but that, if necessary to employ constables for the branch libraries, there be used only a small group of approximately 6, as a mobile force to be used in individual branch libraries as necessary.

It was agreed that the matter should be discussed carefully with His Honor the Mayor, particularly relative to the conditions under which constables might be taken into the service of the Library. Further action was therefore deferred pending such a discussion with the Mayor.

The Director presented to the Board a communication received since the preceding meeting from the Corporation Counsel relative to the Trustees assenting to the first and final account of Arthur F. Clarke, Executor under the will of Heloise E. Hersey. The Corporation Counsel in his letter stated that in his opinion there was nothing in the account to require objection by the Trustees to the allowance of said account, and he suggested that the Trustees do not care to be heard. The Director was asked to request the Corporation Counsel to act for the Trustees

August 14, 1936

in the matter.

Mr. Hall reported that, in accordance with the request of the Board at its meeting of June 19, he had communicated with the Counsel for the Rector of Trinity Church relative to the desirability of having an audit made of the accounts of the Trustee of the Benton Estate, preliminary to the Trustees of the Public Library proceeding to distribute the assets of the Estate between the Benton Book Fund and the Benton Building Fund. A letter from Mr. Andrew Marshall, Counsel for the Rector of Trinity Church, was presented setting forth the willingness of the Rector to share in the cost of such an audit, the expenses thereof to be paid from the income of the Estate in the proportions in which it is payable to the Trustees of the Public Library and the Rector of Trinity Church, provided that permission could be obtained from the Court to have the audit made on the above terms.

It was the sense of the Board that an audit and accounting of the Estate ought to be engaged upon. The Director was therefore requested to obtain estimates of the cost from several firms of accountants. He was directed then to refer the matter to Mr. Hall for obtaining the necessary permission to proceed on the terms noted above.

The Director reported upon certain administrative difficulties in carrying on the W.P.A. projects sponsored by the Library, and stated that he would keep the Board informed as to the progress made toward their solution.

The Director brought to the attention of the Board a group of Comparative Public Library Statistics for 1935 as prepared by him. It was agreed that discussion of these should take place at a subsequent meeting.

Dissolved:

Elizabeth B. Brockunier
Clerk.

October 6, 1936

Tuesday, October 6, 1936

A regular meeting of the Corporation, postponed from Friday, October 2, 1936, was held in the Trustees' Room at 4.15 pm.

Present: Messrs. Kurstein, Lord, and Sedgwick.

The President, Mr. Kurstein, in the chair.

The record of the special meeting of August 14, 1936 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$2,390.18.

Supply lists, authorized by a Trustee since the preceding meeting, were approved as follows: the September 4th list in the amount of \$3,417.89 and the September 18th list in the amount of \$1,616.50.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid:

the August 31st draft, chargeable to the General Appropriation in the amount of \$1,080.17, £ 2:46:6, Pounds 5.72; to Trust Funds Income in the amount of £ 100:16:4, Pounds 985.62, Lira 1559.50, Franc 4073.50, Gold 1.80, P. 311.50, S. Franco 16.50, and to funds on deposit in London in the amount of £ 9:19:0;

the September 30th draft, chargeable to the General Appropriation in the amount of \$16,622.17, and to Trust Funds Income in the amount of \$3,196.64; and

the October 31st draft, chargeable to the General Appropriation in the amount of \$107.74.

Circular Letter No. 10 from the Mayor's Office was read and ordered placed on file.

The Director announced the retirement of Nils J. Herland, First Assistant Engineer, as of September 30, 1936, after 41 years and 7 months in the service of the Library.

On recommendation of the Director it was

Voted: that there be granted to Harry W. Mathews, First Assistant, an additional leave of absence, without loss of pay for 13 days, because of illness certified by his physician, and Mr. Mathews having been in the service of the Library for seventeen years.

and

Voted: that there be granted to Marie A. Jeffers, Assistant, leave of absence without loss of pay for ten weeks dating from August 27, 1936, because of illness certified by her physician, and Miss Jeffers having been in the service of the Library for thirteen years.

October 6, 1936

The Director stated that there was to be held at Amherst on October 15 and 16 the autumn meeting of the Massachusetts Library Association, and recommended that permission be given for attendance at this meeting to members of the staff who are also members of the Massachusetts Library Association. It was therefore

Voted: that there be granted without loss of pay the necessary time for attending the Autumn Meeting of the Massachusetts Library Association, provided that such absence can be held at Amherst on October 15-16, 1936, to those members of the library staff who are also members of the Massachusetts Library Association, provided that such absence can be arranged without detriment to the Library's service.

The Director presented a check in the amount of \$3542, received from Arthur F. Clarke, Executor under the will of Heloise E. Hersey, representing a bequest to the Library by the late Heloise E. Hersey, to be used for the purchase of books, preferably those of recent issue that have real literary value. It was

Voted: that there be accepted by the Trustees of the Public Library of the City of Boston the sum of Three thousand five hundred and forty-two dollars (\$3542) received as a bequest under the will of the late Heloise E. Hersey of Boston, this sum to be turned over to the City Treasurer to be funded as the Heloise E. Hersey Fund, of which the interest is to be expended for the purchase of books, preferably those of recent issue that have real literary value.

and

Voted: that the President be authorized to execute a receipt for payment of Three thousand five hundred and forty-two dollars (\$3542), received from Arthur F. Clarke, Executor of the estate of the late Heloise E. Hersey, in satisfaction of the interests of the Trustees of the Public Library of the City of Boston under the terms of the will of said Heloise E. Hersey.

The Director also presented a check in the amount of \$1725.84, received from Arthur F. Clarke, Executor under the will of Ella F. Madlin, representing a bequest to the Library by the late Ella F. Madlin, to be used for the purchase of books. It was

Voted: that there be accepted by the Trustees of the Public Library of the City of Boston the sum of One thousand seven hundred twenty-five dollars and eighty-four cents (\$1725.84) received as a bequest under the will of the late Ella F. Madlin, this sum to be turned over to the City Treasurer to be added to the "Honor G. Madlin Fund" and the income used for the purchase of books.

October 6, 1936

and

Voted: that the President be authorized to execute a receipt for payment of One thousand seven hundred twenty-five dollars and eighty-four cents (\$1725.84), received from Arthur F. Clarke, Executor of the estate of the late Ella F. Madlin, in satisfaction of the interests of the Trustees of the Public Library of the City of Boston under the terms of the will of the said Ella F. Madlin.

The Director presented a letter received from the City Treasurer, Mr. John H. Dorsey, under date of September 11, 1936, stating that Arthur F. Clarke, Executor under the will of the late Josiah H. Benton, had requested the return of a certain security stated by Mr. Clarke to have been turned over to the Trustees in error as part of the Benton Estate. It was the sense of the Board that action on this request should await the formal audit of the accounts of the Executor of the Benton Estate shortly to be made.

The Director reported that, as a result of a conference held that morning between Mr. Paul Edwards, Acting State Administrator of the Works Progress Administration in Massachusetts, Colonel Thomas F. Sullivan, Director of W. P. A. District Three (Boston), and himself, he expected that there would be solved without further delay the administrative difficulties that had arisen in carrying on the W. P. A. projects sponsored by the Library.

The Director reported that, as agreed at the last meeting of the Board, the Vice President and he had conferred with the Mayor in the matter of the use of constables within the Library system in place of uniformed police officers. He stated that the Mayor had agreed to communicate with the Police Commissioner relative to the possibility of restoring four uniformed police officers for duty in the Central Library, as desired by the Trustees, and had informed them that upon receipt of word from the Police Commissioner he would again take up with the Trustees the matter of the use of constables within the branch libraries.

Disolved:

Elizabeth B. Brockunier
Clerk.

October 30, 1936

Friday, October 30, 1936

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 o'clock p.m.

Present: Messrs. Buxton, Lord, and Sedgwick.

The Vice President, Mr. Sedgwick, in the chair.

The record of the regular meeting of October 6, 1936 as presented was approved.

The supply list of October 16, 1936, authorized by a Trustee since the preceding meeting, was approved in the sum of \$4,998.84.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the October 31st draft, chargeable to the General Appropriation in the amount of \$16,784.51, £0:19:6, Frances 80.75, Lire 260; to Trust Funds Income in the amount of \$2,169.92, £196:14:11, Rmka 962.08, Lire 859.95, and Frances 2622.50.

The Director announced the resignations of Mary M. Prall, Assistant, as of September 21, 1936, of Suea M. Hodgman, Second Assistant, as of September 29, 1936, and of Florence Garrity, Assistant, as of October 29, 1936.

The Director brought to the attention of the Board the case of a member of the staff who by reason of illness is in need of financial aid. On his recommendation it was

Voted: that there be paid to Nellie A. Hogan, Cleaner, the sum of \$88 from the income of the Alice Lincoln Whitney Fund.

The Director recommended that there be appointed to the Permanent Service certain individuals in the Probationary Service who have fulfilled the necessary qualifications both as to examinations passed and probationary period served in the Library. It was

Voted: that there be appointed as Assistants in the Permanent Service the following individuals:

Kenneth G. Bonnes
Henry F. Barry
Mildred Becker
Sadie Berkowitz
Evelyn Billmeyer
Anna M. Buckmann
Leo J. Burke
Louise A. Carney
Albert F. Carpenter
Clara Chupas
Mary J. Coyle
Edward A. Cook
Eleanor D. DiGianantonio
Francis F. Doberty
Margaret J. Dowling

William D'Rosario
Irving E. Drucker
George E. Early
William H. Forsett
Catherine Fraleigh
Effie Freeman
Ada Griesberg
Rita Groggin
Gertrude Gummer
Virginia A. Hall
Alice V. Haviland
Mildred Houde
Mildred Kaufman
Frances Kespert
Stella M. Lowrey

Barbara Lynch
Mary L. McDonnell
Cecilia McDonough
Marie J. Martin
Theodora M. Merzani
Patrick O. Murtogh
Mildred C. O'Connor
Anna B. O'Donnell
Leo J. Ryan
William Shapiro
Minna Steinberg
Joseph Sullivan
Philomena D.S. Sullivan
Sally Walsh
Lillian Wolf
Margaret E. Wright

October 30, 1936

Additional Appointments

Julius F. McDonough, as Seuer, Binding Department

The Director presented to the Board his recommendations for certain promotions of members of the staff, and it was

Voted: that the following promotional appointments be made:

Marion L. Connell	from	Assistant	at	22.00
	to	Second Assistant	at	25.00
Irene Wadsworth	from	Assistant	at	22.00
	to	Second Assistant	at	25.00
Elmer E. Day	from	Assistant	at	25.00
	to	Children's Librarian	at	26.00
Christiana Jordan	from	Second Assistant	at	27.00
	to	First Assistant	at	27.00

The Director then presented recommendations for step rate increases in pay for certain members of the staff, provision therefor having been allowed by the Mayor in the annual budget of the Library. He stated that these increases had been determined in general accordance with the prevailing practice in the Library, limited only by the amount of money available for the purpose, namely at the rate of \$12,000 for the year, or an amount slightly under \$2000 for the remainder of the fiscal year. 1936. On his recommendation it was

Voted: that step rate increases in pay be granted to the following individuals, from October 30, 1936.

Director's Office

Elizabeth B. Brockmeyer,	Assistant	from	\$1900.	to	\$2000.
Gregory J. Edson,	Assistant	from	1500.	to	1600.
Elmer DiGianantonio,	Assistant	from	22.00	to	1300.

Circulation Division

Alice V. Stevens, Chief of Branch Issue Dept.	from	40.00	to	2150
Marion A. McCarthy, Assistant in Charge	from	35.00	to	37.00
Ethel M. Hazlewood, Cataloger	from	32.00	to	34.00
Mary E. Ames, Branch Librarian	from	35.00	to	1950
Mary U. Nichols, Branch Librarian	from	33.00	to	1850
Grace B. Loughlin, Branch Librarian	from	32.00	to	1800
Isabel E. Wetherald, Branch Librarian	from	35.00	to	1950
Margaret H. Reid, Branch Librarian	from	35.00	to	1950
Margaret L. McGovern, Branch Librarian	from	32.00	to	1800
Catherine E. Flannery, Branch Librarian	from	33.00	to	1850
Edna Q. Peck, Branch Librarian	from	30.00	to	1700
Edith R. Nickerson, Branch Librarian	from	35.00	to	1950
Mary A. C. Kamm, Branch Librarian	from	29.00	to	1650
Geneva Watson, Branch Librarian	from	37.00	to	2050

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Helen F. Morrissey, Branch Librarian	from	\$39.00	to	\$21.00.
Katherine F. Mulholland, Branch Librarian	from	40.00	to	21.50.
Elizabeth H. McKane, Branch Librarian	from	40.00	to	21.50.
Margaret A. Nelson, Branch Librarian	from	40.00	to	21.50.
Kathleen M. Sather, Branch Librarian	from	40.00	to	21.50.
Katherine S. Rogan, Branch Librarian	from	40.00	to	21.50.
Elizabeth P. Ross, Branch Librarian	from	40.00	to	21.50.
Marion C. Kingman, Branch Librarian	from	40.00	to	21.50.
Theodora B. Seiff, Branch Librarian	from	40.00	to	21.50.
Gertrude L. Connell, Branch Librarian	from	40.00	to	21.50.
Sara A. Lyon, Branch Librarian	from	40.00	to	21.50.
Ada Andelman, Branch Librarian	from	40.00	to	21.50.
Beatrice M. Flanagan, Branch Librarian	from	40.00	to	21.50.
Pearl B. Smart, Branch Librarian	from	40.00	to	21.50.
Mary F. Curley, Branch Librarian	from	40.00	to	21.50.
Mary M. Sullivan, Branch Librarian	from	40.00	to	21.50.
Annie M. Donovan, Branch Librarian	from	40.00	to	21.50.
M. Florence Cufflin, Branch Librarian	from	40.00	to	21.50.
Clara L. Maxwell, Branch Librarian	from	40.00	to	21.50.
Beatrice C. Maguire, Branch Librarian	from	40.00	to	21.50.
Fanny Goldstein, Branch Librarian	from	40.00	to	21.50.
Ruth S. Cannell, Assistant	from	25.00	to	14.50.
Mary McElman, Assistant	from	25.00	to	26.00
Frankie Fichter, Assistant	from	25.00	to	26.00
Harry Andrievsky, Assistant	from	19.00	to	20.00
Charles Haggins, Assistant	from	15.00	to	16.00
Rose Karaidan, Assistant	from	15.00	to	16.00
Bertha Kewick, Assistant	from	24.00	to	25.00
Alveta LeVangie, Assistant	from	16.00	to	17.00
Bessie Doherty, Assistant	from	29.00	to	30.00
Catherine LaLiberte Doherty, Assistant	from	20.00	to	21.00
Janet Jordan, Assistant	from	15.00	to	16.00
Frances McDonaghe, Assistant	from	18.00	to	19.00
Mildred Michelman, Assistant	from	15.00	to	16.00
Myrtis Laurence, Assistant	from	20.00	to	21.00
Ella Rogers, Assistant	from	18.00	to	19.00
Dorothy Flood, Assistant	from	15.00	to	16.00
Geraldine Madden, Assistant	from	25.00	to	26.00
G. Koona McDonnell, Assistant	from	17.00	to	18.00
Florence McManus, First Assistant	from	27.00	to	28.00
Mary H. B. Rodgers, Second Assistant	from	25.00	to	26.00
Catherine Lenehan, Assistant	from	15.00	to	16.00
Agnes Dunn, First Assistant	from	27.00	to	28.00
Effie Freeman, Assistant	from	18.00	to	19.00
Lillian Horan, Assistant	from	18.00	to	19.00
Cecilia Mazzaro, Second Assistant	from	25.00	to	26.00
Helen Harmon, Assistant	from	18.00	to	19.00
Mildred Becker, Assistant	from	12.00	to	15.00
Kathleen Landry, Assistant	from	18.00	to	19.00
Mary Rizzotto, Second Assistant	from	25.00	to	26.00

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Mildred Pregante, Assistant	from	\$20.00	to	\$21.00
Geraldine Toohy, Second Assistant	from	25.00	to	26.00
Anne Armstrong, Assistant	from	18.00	to	19.00
Ethel Esterberg, Assistant	from	18.00	to	19.00
Florence Darling, First Assistant	from	27.00	to	28.00
Elizabeth Smith, Assistant	from	15.00	to	16.00
Grace Chippendale, Second Assistant	from	25.00	to	26.00
Helen Brennan, Assistant	from	18.00	to	19.00
Eleanore Norcross, Assistant	from	15.00	to	16.00
Rosalie Abramson, Assistant	from	16.00	to	17.00
Marion Herzog, First Assistant	from	27.00	to	28.00
Ruth Fishburne, Assistant	from	15.00	to	16.00
Florence Garrity, Assistant	from	15.00	to	16.00
Alberta Hughes, Assistant	from	15.00	to	16.00
Jean Murphy, Assistant	from	15.00	to	16.00
Mary Golden, Assistant	from	18.00	to	19.00
Frank Bruno, Assistant	from	15.00	to	16.00
Rose Conti, Assistant	from	15.00	to	16.00
Anna Lima, Second Assistant	from	25.00	to	26.00
Marie McLaughlin, Assistant	from	15.00	to	16.00
Alice Gibbons, First Assistant	from	27.00	to	28.00
Beatrice Gould, Assistant	from	16.00	to	17.00
Louise Lento, Second Assistant	from	25.00	to	26.00
Frances O'Connor, Assistant	from	15.00	to	16.00
Pauline Cohen, Second Assistant	from	24.00	to	25.00
Irene Nuutila, Assistant	from	19.00	to	20.00
Marie Jeffers, Assistant	from	18.00	to	19.00
Edna Barnett, Assistant	from	18.00	to	19.00
Alberta Kneeland, Assistant	from	20.00	to	21.00
Florence Fridholm Bickford, Assistant	from	18.00	to	19.00
Madalene Holt, Second Assistant	from	25.00	to	26.00
Ernest Johnson, Assistant	from	18.00	to	19.00
Maurice Sagoff, Assistant	from	20.00	to	21.00
Nellie Globke, Assistant	from	15.00	to	16.00
Catherine Liben, Assistant	from	20.00	to	21.00
Pauline Walker, First Assistant	from	27.00	to	28.00

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Reference Division

A. Frances Rogers, Chief of Registration Dept.	from	\$ 40.00	to	\$ 2150.
Harry N. Mathews, First Assistant	from	42.00	to	43.00
William J. Mullney, First Assistant	from	37.00	to	39.00
Frederic Serez, Assistant in charge	from	34.00	to	36.00
Dorothy P. Shaw, Assistant in charge	from	30.00	to	32.00
Priscilla S. MacFadden, Assistant in charge	from	30.00	to	32.00
Richard G. Appel, Assistant in charge	from	37.00	to	39.00
Thomas J. Manning, Assistant	from	30.00	to	32.00
Elizabeth G. Barry, Assistant in charge	from	35.00	to	37.00
Anna L. Manning, Assistant in charge	from	35.00	to	37.00
Harriet Swift, Assistant in charge	from	35.00	to	37.00
Loraine E. Sullivan, Executive Assistant	from	35.00	to	37.00

John J. Connolly, Assistant from 17.00 to 20.00.

Salome Seneck, Assistant from 26.00 to 1450.
 Mina Steinberg, Assistant from 25.00 to 27.00
 Joseph A. Lynch, Assistant from 26.00 to 28.00

Mary M. La Pointe, Assistant from 15.00 to 1050.
 James C. McGillicuddy, Assistant from 15.00 to 1050.

Ruth S. B. Roberts, Assistant from 25.00 to 29.00

Albert Riggs, Assistant from 15.00 to 18.00

Henry F. Barry, Assistant from 12.00 to 15.00
 Leo J. Burke, Assistant from 11.00 to 15.00
 William D'Rosario, Assistant from 13.00 to 15.00
 Philomena Dird, Sullivan, Assistant from 12.00 to 15.00
 Ada Ginsberg, Assistant from 13.00 to 15.00
 Cecilia McDonough, Assistant from 12.00 to 15.00
 Patrick J. Mustagh, Assistant from 13.00 to 15.00
 Edward P. Ray, Assistant from 12.00 to 15.00
 George E. Early, Assistant from 12.00 to 15.00

Division of Business Operations

Timothy J. Mackin, Custodian of Stock from \$ 37.00 to \$ 39.00
 Robert A. Dixon, Shipper from 40.00 to 2150.
 Helen Schubarth, Auditor from 45.00 to 2400.

William E. Clegg, Assistant from 21.00 to 2350.
 Samuel Green, Assistant from 1150. to 1350.
 Louise A. Carney, Assistant from 25.00 to 1450.

Margaret C. Treacy, Assistant Clerk & Typist from 22.00 to 23.00
 Frances R. O'Hare, Clerk from 20.00 to 21.00

Mary O'V. Cahill, Assistant from 23.00 to 24.00
 Mary A. H. Rea, Assistant from 22.00 to 23.00
 Florence E. Nelson, Assistant from 22.00 to 23.00
 Leo J. Ryan, Assistant from 14.00 to 15.00

Chester P. Walsh, Apprentice from 40.00 to 43.00
 Michael Dello Russo, Apprentice from 24.00 to 27.00

John J. Mealy, Bookcleaner and Laborer from 26.00 to 27.00

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Action upon certain other recommendations for step rate increases in pay was postponed until the next meeting.

The Director presented to the Board the difficulties existing at present in the determination of individuals to whom step rate increases in pay are to be granted, due to the lack of an adequate service schedule for the personnel of the Library, based upon a determination of individual qualifications and formulated on a basis uniform for the entire library system. He stated that these difficulties would be resolved to a large degree by a program of Qualifying Examinations and Promotional Examinations, in process of development, which he would present to the Board shortly for its consideration. The examinations contemplated in this plan would be offered in 1937, and annually thereafter, so that beginning with 1938 there could be in force an entirely adequate basis for determining promotional appointments and step rate increases in pay.

The Director presented the need of adjusting levels of remuneration on a uniform basis for the entire library system, for department heads and branch librarians, first assistants, second assistants, and the several grades of assistants in general. He stated further that a distinction needed to be established between positions which are primarily clerical or non-technical in nature and those which are clearly of the technical library service. He recommended that at as early a date as fiscal conditions permit a minimum rate of pay of \$20 per week at entrance be established for the technical library service (the Graded Service). He recommended further that revised rates of pay be established for the Ungraded Service also at as early a date as fiscal conditions permit.

The Director announced that there had been received another anonymous gift for story-telling, and it was

Resolved: that the Board express its grateful thanks to the anonymous donor of the sum of \$500 for story-telling in the public schools, the same to be carried on under the auspices of the Public Library and under the direct supervision of Alice M. Jordan, Supervisor of Work with Children; and that Miss Jordan be asked to express to the donor the grateful thanks of the Board for the interest and trust reposed in the work which the Library carries on in behalf of children.

The Director brought to the attention of the Board the practice of keeping the Library open on Christmas Eve until 10.00 p.m. as on any other night. He stated that there is little use of the Library

October 30, 1936

on such an evening and recommended that the closing time be set for 6:00 p.m. It was therefore

Voted: that the Library be closed from 6:00 p.m. on Christmas Eve.

The difficulties in relieving the congestion in the Central Library building were brought before the Board by the Director. He asked permission to make inquiry as to the possibilities of purchasing electric light and power and steam for heating purposes from the Edison Electric Illuminating Company of Boston, with a view to determining whether basement space now in use for heating and generating equipment might thus be made available for other uses. It was agreed that the Director should inquire into the matter and report to the Board at a subsequent meeting.

The Director reported on the need for resolving at as early a date as possible the highly unsatisfactory situation relative to the policing of the library system that had come into being through the removal of regular uniformed police officers and the substitution of constables. The President and the Director were requested to consult with the Police Commissioner and the Mayor, with a view to obtaining prompt relief of the difficulties and adequate protection for the Library.

The Director reported that the Works Progress Administration had acceded to the request of the Library that there be appointed as Project Supervisor for the W.P.A. Reclassification Project which the Library has sponsored an individual who would be acceptable to the Library and who would cooperate with the Library in prosecuting the work of the project. He stated that the Works Progress Administration had appointed to the position Mr. William A. Roblyer, a trained librarian who had been chosen from a list of individuals suggested by the Library. He stated further that as requested by the Library there would next be undertaken a personnel survey of the entire group of workers on the project, with a view to determining individual qualifications, as a basis for obtaining for appointment to the key positions of the project individuals possessed of the necessary technical library qualifications and experience.

In recognition of services rendered on various occasions by Arthur A. Shurcliff in connection with the courtyard of the Central Library building, it was

Voted: that there be expressed to Arthur A. Shurcliff the grateful appreciation of the Board for services rendered by him in connection with the courtyard of the Central Library building.

October 30, 1936

The Director stated that the budget estimates for the Library Department for 1937 had been requested by the Mayor for November 1st. In general discussion of them it was agreed that the amount to be requested for the purchase of books should be set at \$150,000. The President and the Director were named a committee to draft the estimates in final form, for submission by the President to the Mayor.

It was agreed that the next regular meeting of the Board should be held on November 20, 1936.

Dissolved: Elizabeth B. Brockmeyer
 Clerk.

Friday, November 20, 1936

November 20, 1936

A regular meeting of the Corporation was held in the Trustees' Room at 4:15 p.m.

Present: Messrs. Kirstein and Lord.

The President, Mr. Kirstein, in the chair.

In view of the lack of a quorum the following action was taken, subject to confirmation by the members of the Board as evidenced by their written approval to these minutes.

The following changes in the minutes of the meeting of October 30, 1936 were made:

the name of Effie Freeman was removed from the list of individuals appointed as Assistants in the Permanent Service, in accordance with her desires and as approved by the Supervisor of Branches and the Chief Librarian of the Circulation Division;

the names of Elizabeth Smith, Eleanor Norkunas, Alberta Coughlan, and Nellie Globus were removed from the list of individuals to whom step rate increases in pay were granted, since their names had been inadvertently included before the proper date therefor;

the name of Florence Garity was removed from the list of individuals to whom step rate increases in pay were granted; she having resigned from the library service since the compilation of the list of individuals recommended for increases;

there were rectified clerical errors, in order that Mary A.C. Harin be correctly listed at \$30.00 to \$1700. instead of \$29.00 to \$1650, and Frederic Serap at \$35.00 to \$37.00 instead of \$34.00 to \$36.00.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for

November 20, 1936 the Library in the amount of \$1,591.95.

The supply list of November 6, 1936 authorized by the President since the preceding meeting was approved in the amount of \$4,403.75.

The following bills, having been approved by the Director or the Clerk and a Trustee, were allowed and ordered paid: the November 30th draft, chargeable to the General Appropriation in the amount of \$20,435.98; chargeable to Trust Funds Income in the amount of \$2,310.16; chargeable to Special Appropriation, Central Library Building, Fireproofing, Improvements, etc. in the amount of \$968.00.

Circular Letter No. 11 from the Mayor's Office was read and ordered placed on file.

The Director announced the resignation of Hollis Blue, Assistant, as of November 16, 1936, and of Leo J. Burke, Assistant, as of December 3, 1936.

The Director reported that Chester R. Walsh, an Apprentice in the Binding Department, had successfully completed all the grades of his apprenticeship and was now eligible for the position of Forwarder. He stated that this change in rating had the approval of the Commissioner of Civil Service. It was therefore

Voted: that the rating of Chester R. Walsh be changed from that of Apprentice to that of Forwarder in the Binding Department.

The Director brought to the attention of the Board the fact that in recent years it had been the practice to give the title of Emeritus to department heads and branch librarians upon their retirement, and that in one instance the title had been given retroactively. He stated that the suggestion had been made that Margaret A. Sheridan, former Branch Librarian, South End Branch Library, be made Branch Librarian, Emeritus, and he recommended that such action be taken. It was

Voted: that there be given to Margaret A. Sheridan, former Branch Librarian, South End Branch Library, retired as of June 30, 1930, the title of Branch Librarian, Emeritus as of July 1, 1930.

The Director brought to the attention of the Board the case of a member of the staff, who by reason of illness was in need of financial assistance, and on his recommendation it was

Voted: that there be paid to Kathleen M. Woodworth, Assistant, the sum of \$50 from the income of the Alice Lincoln Whitney Fund.

November 20, 1936

The Director reported that there existed among members of the staff marked dissatisfaction with the step rate increases in pay as granted for 1936, that many members of the staff were coming to him to discuss the problem, and that he had reason to believe that a more concerted and open protest might be made through the agency of the Service Council of the Boston Public Library Employees Benefit Association. The problem of the lack of funds to provide for salaries at an adequate level was discussed at length. It was agreed that the Director should prepare figures relative to the salary levels now prevailing in the Library, and that a committee of the Trustees should at as early a date as possible wait upon the Mayor to lay the urgency of the matter before him. The President named as members of the committee of the Trustees, Mr. Buxton, Father Lord, and himself.

~~The Director reported that there existed among members of the staff~~

The Director reported that the lantern slides bequeathed to the Library under the will of the late Henry W. Faxon were now ready to be delivered over to the custody of the Library by the Executor of the estate of Frederick W. Faxon, The Old Colony Trust Company. It was therefore

Voted: that there be accepted by the Trustees of the Public Library of the City of Boston certain lantern slides bequeathed to the Boston Public Library by the will of Frederick W. Faxon.

and

Voted: that the President be authorized to execute a receipt for certain lantern slides, received from The Old Colony Trust Company, Executor of the estate of the late Frederick W. Faxon, in satisfaction of the interests of the Trustees of the Public Library of the City of Boston under the terms of the will of said Frederick W. Faxon.

The Director reported that the budget estimates for the Library Department for 1937 were in the amount of \$1,404,257.01 and that these had been presented to the Mayor as of November 1, 1936.

On recommendation of the President it was

Voted: that the Director be requested to represent the Library at the mid-winter meeting of the American Library Association to be held at Chicago from December 28 to 30, 1936, his expenses to be paid by the Library.

November 20, 1936

Continuation to June 30, 1937 of the use of the old Faneuil Branch Library building on Brooks Street, Brighton was granted to the Surplus Commodities Division of the Massachusetts Department of Public Welfare.

The Director presented a letter from City Councillor Sidney Rosenberg, under date of November 13, requesting that there be provided for Ward 4 increased library facilities, and suggesting the possible availability of W. P. A. funds for that purpose. The Director was requested to reply to the Councillor that the Trustees were sympathetic to the needs of his district, that they were not, however, possessed of funds to extend the plant of the Library, and that it had not been possible to secure W. P. A. funds at the present time for such a purpose.

The Director reported further in the matter of the lack of uniformed police officers for duty in the library system, stating that the disciplinary problems throughout the system were becoming increasingly acute.

Disposed: Elizabeth B. Brockunier
Clerk.

I hereby confirm the above action as taken by Messrs. Kirshtein and Lord on November 20, 1936 in the absence of a quorum.
By Frank W. Buxton, /s/ John L. Hall, /s/ Louis E. Kirshtein, /s/ Robert H. Lord, /s/ Ellery Sedgwick K.

December 4, 1936

Friday, December 4, 1936

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Buxton, Kirshtein, and Lord.

The President, Mr. Kirshtein, in the chair.

The record of the regular meetings of October 30 and November 29, 1936 as presented were approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$2,554.99.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the November 30th draft, chargeable to the General Appropriation in the amount of \$1,304.05, and to Trust Funds Income in the amount of \$50.00.

On recommendation of the Director it was

Resolved: that there be confirmed the appointment to the Permanent Service of the Library of Agnes Smyth, Cleaner, at \$18 per week, Mrs. Smyth having been certified by the Civil Service Commission and having completed six months probationary service in the Library.

December 4, 1936.

The Director brought to the attention of the Board the case of Nellie A. Hogan, Cleaner, who by reason of continued illness was in need of further financial assistance. He recommended a second grant from the Whitney Fund for Mrs. Hogan, in addition to the grant voted to her at the meeting of October 30, 1936; and it was therefore

Resolved: that there be paid to Nellie A. Hogan, Cleaner, the sum of \$44 from the income of the Alice Lincoln Whitney Fund.

The Director reported to the Board further relative to the dissatisfaction existing on the part of many members of the library staff in the matter of step rate increases in pay. He stated that he had been approached by a number of the staff for presentation of their individual cases, that he had attempted to explain to each individual the lack of funds as appropriated to the Library in 1936 which had made further action impossible, and that he had informed each individual that the Trustees had appointed a special committee to gather all pertinent data relative to inadequate salaries and then to present personally the facts in the situation to His Honor the Mayor.

He stated further that he hoped to have ready by the end of the coming week a presentation of the data desired by the special committee. It was agreed that Friday, December 11th, should be set tentatively as the date for a meeting of the committee at which the data should be examined and considered.

As requested by the Board at a previous meeting, Mr. Buxton presented a minute in expression of the appreciation of the Trustees for the services rendered by His Eminence William Cardinal O'Connell as a Trustee of the Library. Following the reading of this minute, it was ordered that it be spread upon the records of the Trustees, and that a copy be sent to His Eminence:

As a Trustee of this Board from November 8, 1932 to May 15, 1936 His Eminence, William Cardinal O'Connell served his city unselfishly and well, dignified municipal administration, and set an example for other distinguished citizens. The Library and the community are permanent beneficiaries of his efforts. He gave the most conscientious care to all the tasks of the office, and his decisions were invariably sound. Especially as President and Vice President for two years he exercised those qualities of mind and heart which have characterized his career as a Churchman. In those informal meetings which preceded and followed the formal sessions during his tenure, he was a delightful companion. The Board of Trustees and the individual members wish to express hereby, on the eve of his seventy-seventh birthday, their deep respect for him, their appreciation of his services, and their abiding affection.

December 4, 1936

The Director presented to the Board a communication received from the Corporation Counsel relative to the assent of the Trustees to certain accounts of Gaston Snow Saltonstall Hunt & Rice, Executor of the estate of the late Caleb Davis Bradley. The Corporation Counsel in his letter stated that in his opinion there was nothing in the accounts to require objection by the Trustees to their allowance, and he requested authorization to state to the Court that the Trustees do not care to be heard. The Director was asked to request the Corporation Counsel to act for the Trustees in the matter.

The Director reported that, as agreed at the meeting of October 30, he had obtained from the Edison Electric Illuminating Company of Boston a report on the annual cost of furnishing to the Central Library all of its steam, light, and power, and that a preliminary report had been received setting this figure at \$23,950 per annum, an alleged saving of approximately \$6,000 per annum over the present cost. He stated that inquiries were being made as to the possibility of the Edison Company finding positions elsewhere for men, now employed in the Library, who would be displaced should the Library accept the Edison proposal, and that upon receipt of such information he would make a further report at a subsequent meeting of the Board.

The Director reported that, before there had been an opportunity for him to discuss with the Police Commissioner the problem of adequate policing in the library system, Commissioner McSweeney had been removed from office and Commissioner Timilty named in his place. It was agreed that Mr. Buxton and the Director should confer with Commissioner Timilty relative to the Library's policing problem.

The President reported that he had been present on November 23rd at the final meeting of the Examining Committee for 1936 and had accepted its report on behalf of the Board. He stated that the Committee seemed markedly impressed with the need for obtaining added publicity for the Library. After a general discussion of the report it was agreed that there should appear in the next issue of "More Books" the sections of the report dealing with the lack of funds for books and with the loss of books; that the Director should also make available to the newspapers the aforesaid sections of the report; that copies of any

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items published as a result should be sent the members of the Examining Committee; and that Examining Committee members should be kept informed as to the progress made in securing for 1937 an adequate book appropriation.

The Director stated that, in connection with the vote of the Trustees on October 30 providing for closing of the Library at 6:00 p.m. on Christmas Eve, it had been found that certain regular members of the library staff would experience thereby a personal loss in pay for the period of closing as compared with other individuals on the staff who would not. The Director stated that, unless there were objection, he proposed to make arrangements whereby these individuals would not suffer this loss of pay through the early closing of the Library on that day. It was the sense of the Board that the Director should proceed along the lines indicated by him.

Dissolved: Elizabeth B. Brockunier
Clerk

Friday, December 18, 1936

December 18, 1936

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Buxton, Hall, Krinstein, Lord, and Sedgwick. The President, Mr. Krinstein, in the chair.

The record of the regular meeting of December 4, 1936 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$2,216.49.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the December 31st draft, chargeable to the General Appropriation in the sum of \$17,017.73 and £12:15:6, chargeable to Trust Funds Income in the sum of \$3,360.10, £150:17:0, Rmks 862.17, Frcs 2190, Liri 389.60, Gld. 65.90, chargeable to Judaica Bookshelf Fund in the sum of \$6.83, and special drafts chargeable to Special Appropriation, Central Library Building, fireproofing, improvements, etc. in the sums of \$480 and \$570 and to Alice Lincoln Whitney.

December 18, 1936

Fund in the sum of \$44.

On recommendation of the Director it was

Voted: that there be confirmed the appointment to the Permanent Service of the Library of Jerome J. Sullivan, Janitor, at \$33 per week, Mr. Sullivan having been certified by the Civil Service Commission and having completed six months probationary service in the Library.

The following change in the minutes of the meeting of October 30, 1936 was made:

there was rectified a clerical error, in order that Helen L. Mahesey be correctly listed at \$39.00 to \$2150. instead of \$39.00 to \$2100.

The Director brought to the attention of the Board certain irregularities that had occurred in the June 1935 and the September 1935 Entrance Examinations for the Graded Service, which had only subsequently come to light, in which a sister had substituted for a probationary member of the library staff and had obtained thereby a passing grade for the latter. He stated that careful investigation of the situation had been made as it affected the Library, the two individuals concerned, and their family; that thereafter the individual in the employ of the Library had tendered her resignation, which had been accepted; and that the matter had been closed with solemn warnings to both of the girls and their father.

The Director reported upon the recent discovery of irregularities in the payment of wages for the washing of windows at one of the branch libraries, in which the cleaner had failed to receive the amounts due to her for this work for eleven separate weeks in a period of six months. Investigation had indicated that the money had been collected by the branch librarian in the name of the cleaner, without written authorization from the latter, and then had not been transmitted to the latter on eleven separate occasions. The Director reported that the situation had been carefully investigated by the Supervisor of Branches, the Chief Librarian of the Circulation Division, and the Comptroller, and that it was the opinion of all of these that the matter was one of negligence and carelessness rather than deliberate misappropriation by the branch librarian. The Director was requested to represent to the branch librarian the seriousness of the matter, to indicate to her that the Trustees would not tolerate the persistence of such conditions, and then to maintain a careful watch of her conduct, particularly in matters involving

December 18, 1936.

the handling of monies.

The Director read a letter addressed to the President, Mr. Kirstein, from His Eminence William Cardinal O'Connell, written in appreciation of the minute of the meeting of the Trustees of December 4, 1936 on the services of His Eminence as a Trustee.

The Director reported that as a result of public advertising there had been received from four bidders proposals for the transportation of books and other library materials between the central library and the branch libraries during 1937. These proposals were as follows: A. J. McCabe, 70 Gates Street, South Boston, in the amount of \$121 per week, Kirby Bros., 1301 Columbus Avenue, Roxbury, in the amount of \$6370 per year, C. E. Giles, 24 Customhouse Street, Boston, in the amount of \$6864, and Eggleston Square Auto Livery, Inc., in the amount of \$156 per week.

The Director stated that an investigation of each bidder had been made as to his financial standing and his ability to meet the requirements of the Library's service, and that as a result of this investigation he recommended that the proposal of the lowest bidder, A. J. McCabe, be accepted. It was therefore

Voted: that there be awarded to A. J. McCabe, 70 Gates Street, South Boston, the lowest qualified bidder in the public bidding, the contract for the transportation of books and other library materials between the Central Library and the Branch Libraries for the year 1937, at the amount of \$121 per week.

The Director brought to the attention of the Board the question of a change in the name of the "Children's Room" in the Central Library, pointing out that such a change was desirable, if the Library were to attract the boys and girls of high school age. He suggested that the name of the room might properly be changed to "Young People's Room". On motion of Mr. Hall and seconded by Mr. Buxton, it was

Voted: that henceforth the "Children's Room" in the Central Library be named the "Young People's Room".

The Director made mention of a newspaper announcement on the preceding day of a substantial bequest to the Library under the will of the late Emily L. Ainsley (Mrs. John R. Ainsley). He stated that

December 18, 1936 he was asking the Corporation Counsel of the City of Boston to inquire into the matter and that he would report further as soon as more information should be available.

The Director presented to the Board a letter, under date of December 9, 1936, received from the City Treasurer, Mr. John H. Dorsey, stating that he had taken action in the exchange of certain securities belonging to the Benton Funds.

Mr. Hall reported also that he had been consulted relative to a proposed cash distribution, requiring a change in the debentures of Miami Bridge securities belonging to the Benton Funds. He stated that he had talked on the telephone with the Corporation Counsel in the matter of the necessity of the assent of the Trustees to the execution of a proxy needed for carrying through the proposed distribution, and that it was the opinion of the Corporation Counsel that such assent was necessary. Therefore, on motion of Mr. Hall and seconded by Mr. Sedgwick, it was

Voted: that the President be, and hereby is, authorized to execute a proxy authorizing F. E. Frothingham and H. C. Payson to vote as proxy at a meeting of the holders of the Twenty Year 6% Income Debenture Bonds of Miami Bridge Company, to be held December 18, 1936 and at any adjournments thereof.

Following a discussion of the responsibility of the Trustees for all transactions concerned with the exchange or sale of Benton Funds securities, it was agreed that the Director should discuss the matter of the Trustees' responsibility with the City Treasurer, and should at the same time convey to him the interest of the Trustees in obtaining a full record of the investments of all of the Library's trust funds and their desire to be notified of any changes in investment of these funds.

The Director reported that since the last meeting Mr. Buxton and he had conferred with the new Police Commissioner, Mr. Joseph F. Timilty, relative to the highly unsatisfactory situation existing in the policing of the library system since the withdrawal of policemen from library duty in June 1936. The Police Commissioner had expressed himself as sympathetic with the needs of the Library, had stated that with the present shortage of police officers it would not however be possible to replace all the officers withdrawn from library duty, and had requested a statement of the minimum require-

December 18, 1936

ments for policing the library system. The Director stated that he had notified the Commissioner that there were needed at least four officers for the Central Library and eight officers for eight branch libraries in which conditions are constantly difficult. The Commissioner had replied that all that could be done at the moment was to assign two officers to the Central Library and to request officers on route duty and in cruising cars to make periodic visits daily to the branch libraries, but that he was shortly to request from the Mayor funds for additional policemen and would make officers available for library duty as it became possible to add officers to the police force.

As suggested by Mr. Hall, the Director was requested to send to the Commissioner a detailed statement of the situation in which the Library finds itself in regard to the maintenance of discipline throughout the library system, setting forth the difficulties that have arisen, the complaints received, and the growing unwillingness of people to use the library facilities because of the aforesaid lack of discipline. He was requested to forward a copy of this statement to the Mayor as well.

The Director was requested also to submit a supplementary budget request for 1937 for 10 constables, to be chosen by the Library on either a basis of Civil Service certification or of qualification through passing examinations set by the Library, and to be directly responsible to the Library in the performance of their duties.

In accordance with the suggestion of the Board at its preceding meeting, the Director presented for consideration a statement which he had formulated concerning the serious reduction in the appropriations made by the City for the purchase of books, and which incorporated in full the recommendations of the Examining Committee for 1936 in regard to the need of books. The Board approved the statement as submitted, and directed that it be printed as an insert to be distributed with the January 1937 issue of "More Books", that copies should be made available for public distribution throughout the library system, and that it should be brought to the attention of the newspapers. The Director was asked to forward to the Mayor and to the members of the City Council copies of the report of the Examining Committee for 1936, with

December 18, 1936 the word that the Examining Committee had asked that publicity be given to the report, particularly as to the section on the need for books.

There were brought to the attention of the Board examples of the popular versions of annual reports that certain libraries issue for general distribution to the public. It was suggested that the Director prepare for the consideration of the Board a dummy for such a popular version of the Library's 1936 annual report and also secure figures as to the cost of such a publication.

The Director stated that since the preceding meeting he had talked with the Mayor relative to the dissatisfaction of many members of the library staff with the general salary situation in the Library, and had informed the Mayor that the Trustees were engaged in a study of the entire salary problem and wished him apprised of the situation existing in the Library.

The Director presented a memorandum submitted to the Director for transmittal to the Trustees and requesting an audience with the Trustees for a committee representing certain members of the library staff interested in obtaining an improvement in library salaries. The Director stated that, in accordance with the instructions of the President, he had sent word to Mr. A. H. Kalish, over whose signature the memorandum had come, that the Trustees were engaged in a study of the salary situation, and that as soon as their survey is completed they will be glad to hear the aforesaid committee.

The Director presented a request from Robert F. Dixon, Shipper, for a hearing before the Trustees on the salary increase voted to him on October 30, 1936. The Director was instructed to ask Mr. Dixon to prepare a statement of his case, so that the Trustees may have full information in order to consider the question of according a hearing to him.

The Director brought to the attention of the Board the fact that the Trustees still hold title to the old Faneuil Branch Library building on Brooks Street, since it had been deemed inadvisable to dispose of it at the time vacated because of the prevailing real estate market. The Director was requested to inform the Mayor that this property is no longer needed by the Library Department and that the Board would be glad to have steps taken looking to its sale.

December 18, 1936 Since the date of the next regular meeting of the Board falls on New Year's Day, a holiday, it was agreed that the next regular meetings of the Board should be held instead on January 8 and 22, 1937.

Dissolved:

Elizabeth B. Brockunier
Clerk.

Friday, January 8, 1937

January 8, 1937

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Buxton, Kurstein, Lord, and Sedgwick. The President, Mr. Kurstein, in the chair.

The record of the regular meeting of December 18, 1936 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$6,450.43.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the December 31st draft, chargeable to the General Appropriation in the amount of \$13,178.94, and to Special Appropriation, Central Library Building, Fireproofing, Improvements, etc. in the amount of \$570.00.

The Director announced the death on December 31, 1936 of William N. Gould, Carpenter.

The Director brought to the attention of the Board the cases of two members of the staff, who by reason of illness were in need of financial assistance, and on his recommendation it was

Voted: that there be paid to David G. F. Schromm, Elevator Attendant, the sum of \$4 from the income of the Alice Lincoln Whitney Fund.

and

Voted: that there be paid to Mary L. Coffey, Sewer, the sum of \$25 from the income of the Alice Lincoln Whitney Fund.

January 8, 1937.

The Director reported to the Board that the unexpended balance from the Library's appropriations for 1936, as of the close of the fiscal year on December 31, 1936, had been approximately \$15,000 and had reverted to the general funds of the City. Of this amount approximately \$8,000 remained in the general library accounts and approximately \$7,000 in the account for emergency relief projects.

The Director presented a letter from Mr. Hall in which he reported that, as he had been requested by the Board at a previous meeting, he had inquired informally of the Court as to whether the cost of an audit of the Benton Funds might be properly charged against the Benton Funds, and that the Court had rendered an informal opinion that such an audit could not be charged against the Benton Funds, inasmuch as the City of Boston maintained an auditing department of its own and ought therefore to engage upon such an audit itself. Following a general discussion of the procedure to be followed it was agreed that the President, Mr. Buxton, and the Director should confer with the Corporation Council of the City of Boston.

The Director reported that on January 7th he had had a visit from Mr. and Mrs. Albert H. Wiggins, to discuss details concerning the proposed bequest to the Library by Mr. Wiggins of the "Albert H. Wiggins Collection" of prints, drawings, sketches, paintings, and books pertaining to prints. He reported that Mr. Wiggins had stated quite definitely that in his will he had made bequest of his collection to the Boston Public Library. He reported also that Mr. Wiggins seemed quite satisfied with the arrangements proposed for housing the collection in the Rare Book Department. He stated further that Mr. Wiggins had suggested that a properly qualified individual be engaged on behalf of the Trustees to make a survey of his collection, so that the Trustees would have information as to the extent of the collection when the time came that it should become available to them.

After a general discussion of the matter it was

Resolved: that the Director be authorized to engage a qualified expert to make a survey of the Albert H. Wiggins collection, the expense of his services therefor to be paid from the Whitney Bibliographic Account.

January 8, 1937

The Director presented to the Board statistics showing the book circulation of the Library for 1936 as compared with that for 1935, pointing out that in the Branch Libraries in 1936 a decreasing circulation seemed to follow definitely upon reduced appropriations for the purchase of books, while in the Central Library, where through the use of trust funds income there was in 1936 a greater amount of money available for books than in 1935, there had occurred an increase in circulation.

The Director presented a letter received by him from the Mayor, relative to recent publicity in the matter of reduced appropriations for the purchase of books, as requested by the Examining Committee for 1936. He was asked to acknowledge the Mayor's letter.

The Director brought to the attention of the Board an example of political interference in connection with the use of constables in the library system that had occurred since the last meeting.

The Director presented to the Board a statement received from Robert F. Dixon, Shipper, as requested by the Board at its previous meeting, in substantiation of Mr. Dixon's request for a hearing before the Trustees relative to an increase in pay voted to him by the Trustees at their meeting on October 30, 1936. The Director was asked to notify Mr. Dixon that he would be heard by a Committee of the Trustees on Friday, January 15, 1937 at 4:15 p.m.

The Director reported on memoranda received by him since the last meeting of the Board from A. H. Kalish as Chairman pro tem, Organizing Committee, Boston Public Library Club. He was asked to state to Mr. Kalish that the Trustees hoped to complete within the next fortnight their study of the salary situation in the Library, after which they will be glad to hear Mr. Kalish and his committee; and in the meantime that the Board much prefers that this group of members of the staff, being a library group, hold its meetings within the Library rather than outside.

The Director presented the need for continuing the work of compiling the subject catalog for the Business Branch, and recommended the employment for a period of five weeks of an individual qualified to carry out this project, her salary to be paid from the income of the Kristin Fund. It was therefore

January 8, 1937

Voted: that the Director be authorized to expend for the services of a cataloger at the Business Branch the sum of \$100 from the income of the Louis E. Kirstein Fund.

Dissolved:

Elizabeth B. Brockmeyer
Clerk.

January 22, 1937

Friday, January 22, 1937

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Hall, Lord, and Sedgwick.

The Vice President, Mr. Sedgwick, in the chair.

The record of the regular meeting of January 8, 1937 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$4,909.29.

The following bills, having been approved by the Director and the President, were allowed and ordered paid: the December 31st supplementary draft, chargeable to the General Appropriation in the amount of \$1,813.76; the January 31st draft, chargeable to the General Appropriation in the amount of \$10,623.19, and to Trust Funds Income in the amount of \$2,135.24.

Circular Letter No. 1 from the Mayor's Office was read and ordered placed on file.

The Director announced the resignation of Catherine M. La Liberte Doherty, Assistant, as of January 14, 1937.

The Director announced the retirement as of January 30, 1937, of George H. Connor, after forty-five years in the service of the Library.

The Director announced the death of Horace L. Wheeler, Chief of Statistical Department, Retired, on December 22, 1936, and of George S. Maynard, Chief of the Special Libraries, Emeritus, on January 18, 1937.

The Director stated that there was shortly to be conducted throughout the city the 1937 Community Fund Campaign, and he requested that he be given the authority to make the necessary arrange-

January 22, 1937

ments for conducting this campaign among members of the staff. He stated that this yearly campaign among was the one exception which had been made by the Trustees to their ruling against solicitation within the Library. It was therefore

Voted: that the Director be authorized to take action for presenting to the members of the library staff the appeal of the Community Fund Campaign of 1937, and to make whatever arrangements may prove necessary for expediting the collection of the amounts subscribed by the individual members of the staff.

The Director presented a detailed statement of the expenditures that had been made for refreshments in connection with the Open House at the West End Branch Library on Christmas Eve 1936. These had been in the amount of \$25.00, toward which there had been applied the balance (\$2.94) remaining from the personal contributions of the Trustees for a similar purpose in 1935, and the remainder (\$22.06) had been kindly contributed by the President of the Board, Mr. Louis E. Kirstein.

The Director reported that, as requested by the Board at its last meeting, he had conferred with the City Auditor relative to the possibility of an audit and an accounting of the Benton Funds by the Auditing Department of the City of Boston. He presented a letter from the City Auditor stating that the Auditing Department is not equipped to engage in a piece of work of the extent in question.

A general discussion then took place as to the necessity of an audit, provided that the yearly accountings for the Probate Court had been prepared in the original instance by a certified public accountant. It was agreed that Mr. Hall should inquire of the counsel for Mr. Arthur F. Clarke, Trustee of the Benton Estate, as to whether the accounts had been prepared by a certified public accountant, Mr. Hall should then consult with the other members of the Board to ascertain their opinion as to the advisability of dispensing with an audit, but in any case having an accounting for the purpose of determining the proper distribution of the assets of the Estate between the principal and the income of the two Benton Funds in accordance with the terms of the original Will and of the Agreement of Compromise of January 15, 1935.

January 22, 1937.

The Director reported that an examination of the tower of the old West Church building, in which is housed the West End Branch Library, by the Library's architect, Mr. Gale, the Library's engineers, the J. R. Worcester Company, and a representative of the Building Commissioner of the City of Boston had revealed the structure to be in sufficiently precarious a state as to make necessary closing to the public the entire front portion of the building. He stated that a full report from the Building Commissioner and from the Library's architect and engineers was expected shortly and would provide the necessary information as to the steps to be taken to put the structure into satisfactory condition.

The Director presented a letter received from the Mayor, under date of January 14, 1937, suggesting that space in the English High School Building might be available for housing the Library's Newspaper Room, as a step to relieving the congestion in the Central Library building, as recommended in the Report of the Examining Committee for 1936. The Director was requested to make an examination of the proposed quarters to ascertain their suitability to the needs of the Library.

The Director reported that since the last meeting there had been held a conference with the Budget Commissioner relative to the Library's budget for 1937. He presented a detailed statement as to the amounts that had been tentatively allowed and indicated that the figure for the purchase of books had been set tentatively at \$80,000 and that provision for step rate increases in pay had been made only at the same rate of \$12,000 as in immediately preceding years. He stated that information had been given him by the Budget Commissioner that the Mayor intended to submit his final budget figures to the City Council before the end of the current month of January and that the final budget figures to the City Council before the end of the current month of January and that the final passage of the budget by the City Council was expected well before the end of February.

The Director brought to the attention of the Board certain statistical information relative to salaries paid to library assistants as compared with those paid to individuals employed in similar capacities in other departments of the City of Boston.

January 22, 1937

The Director presented communications from the Boston Library Club, Employees of the Boston Public Library, setting forth the purposes and activities of the organization and enclosing a copy of its constitution, and expressing appreciation of the suggestions of the Trustees that the group, being a library group, hold its meetings in the Library.

Dissolved:

Elizabeth B. Brockner

Clerk

Friday, February 5, 1937

February 5, 1937

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Buston, Hall, Kirstein, Lord, and Sedgwick.
The President, Mr. Kirstein, in the chair.

The record of the regular meeting of January 22, 1937 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$2,816.92.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the February 28th draft, chargeable to the General Appropriation in the amount of \$2,002.54.

Circular Letter No. 2 from the Mayor's Office was read and ordered placed on file.

On recommendation of the Director it was

Voted: that there be confirmed the appointment to the Permanent Service of the Library of Minnie J. McFaul, Stenographer, at \$18 per week, Miss McFaul having been certified six months probationary service in the Library.

The Director brought to the attention of the Board the case of a member of the staff, who by reason of illness is in need of financial aid. It was, on motion of Mr. Hall

Voted: that there be paid to Catherine A. McCarthy, Cleaner, the sum of \$72 from the income of the Abiel Lincoln Whitney Fund.

February 5, 1937

The Director brought to the attention of the Board the question of the Library's policy relative to the employment of married women. It was agreed that the matter was one to be cared for by administrative action, in which, other things being equal, single women applicants should receive preference.

The President reported that since the preceding meeting he had had a conference with the Mayor concerning certain outstanding library matters. He stated that there had been a satisfactory discussion of the recent publicity concerning appropriations for the purchase of books. He stated also that he had informed the Mayor that the Trustees were engaged in a study of the general salary situation in the Library, with a view to bringing to his attention a complete statement in the matter as a basis for possible action in appropriating additional funds for improving the general salary levels existing in the Library. He stated further that he had brought to the Mayor's attention certain proposed activities of the Boston Library Club Employees of the Boston Public Library in connection with its interest in securing higher salaries for members of the library staff.

The President reported that he had brought to the attention of the Mayor the condition of deterioration existing in the old West Church building now occupied by the West End Branch Library. He pointed out to the Mayor that each year over a period of years the Trustees had included in their annual budget estimates an item for the repair of this building, only to have the item not allowed year by year, until now the Library faced the necessity of emergency action.

The Director reported that since the preceding meeting the Building Commissioner of the City of Boston had confirmed his order to close the front entrance of the West End Branch Library until repairs in the support of the tower had made it safe for public use. He stated that the approval of the Mayor had been obtained for taking emergency action, without public advertising for bids, for effecting the necessary repairs in the support of the tower. On his recommendation it was therefore

February 5, 1937,

Voted: that there be awarded to F. L. and C. E. Whitcomb, Inc., a contract in an amount not to exceed the sum of \$4300 for repairs to the tower of the old West Church building, housing the West End Branch Library, in accordance with the specifications prepared for the purpose.

The Director reported that the condition of the rest of the building could not be safely determined until the repairs on the base of the tower had been completed; that there existed doubt as to the advisability of keeping the building open to public use in the meantime; and that a final report was expected from the Building Commissioner on the next day. It was agreed that the President and the Director should be authorized to take action, following the report of the Building Commissioner, to close the building if deemed necessary by the Commissioner and to arrange for the temporary housing of the West End Branch Library elsewhere pending the completion of repairs.

The Director reported that the allowances for the 1937 budget as made by the Budget Commissioner on January 18, 1937, had been allowed to stand substantially unchanged in the final budget estimates submitted by the Mayor to the City Council on February 1, 1937. He stated that the usual public hearings on departmental budgets would follow shortly and that the City Council expected to proceed to the final enactment of the budget within the current month. He stated also that the Budget Commissioner's Office had indicated that a supplementary budget would have to be introduced later in the year.

The President reported that he had conferred with the Corporation Counsel, Mr. Henry E. Foley, relative to the auditing and accounting of the Benton Funds. He stated that the Corporation Counsel had agreed to communicate in the matter with the counsel for the Rector of Trinity Church and with the Attorney General of the Commonwealth to ascertain the action to be taken to expedite making available for the use of the interested parties the income of the Funds.

The Director reported that in accordance with instructions of the Board he had informed Mr. Abraham H. Kalish as the representative of the Boston Library Club Employees of the Boston Public Library that section 3c of the Statement of Purposes and Activities

February 5, 1937

adopted by the Club at its meeting of January 10, 1937 implies a political approach to library problems that is not acceptable to the Trustees, and therefore that until the Club withdraws its purpose to act along such lines the Trustees withdraw their offer of a hearing to a committee from the Club, and likewise their offer of space within the Library for meetings of the Club.

He stated that Mr. Kalish had written to him under date of January 29, 1937 requesting that there be communicated to the Trustees that a special meeting of the Organization Committee had been called for February 2nd to discuss the question and to make recommendations to the Club at its meeting scheduled for February 14, 1937. Mr. Kalish had requested in his letter a ruling from the Trustees as to the manner in which the Club could cooperate in the task of obtaining adequate library appropriations.

The Director was requested to state to Mr. Kalish that the general salary situation in the Library is having the attention of a special committee of the Trustees appointed to study the matter and that as soon as possible a complete presentation of the salary situation affecting all library employees would be presented by the Trustees to the Mayor.

The Director reported that he had inspected the space in the English High School Building suggested by the Mayor as a possibility for use by the Library as a Newspaper Reading Room, as a means to relieving the congestion in the Central Library Building, and stated that the space was wholly unsuited to the Library's needs in size and location.

The Director announced that there had been received a tenth anonymous gift of \$50.00 for story-telling in the public schools under the direction of the Library. It was

Noted: that the Board express its grateful thanks to the anonymous donor of the sum of \$50 for story-telling in the public schools, the same to be carried on under the auspices of the Public Library and under the direct supervision of Alice M. Jordan, Supervisor of Work with Children; and that Miss Jordan be asked to express to the donor the grateful thanks of the Board for the interest and trust reposed in the work which the Library carries on in behalf of children.

The Director reported that contributions pledged by members of the Library staff as a result of the appeal of Greater Boston's 1937

February 5, 1937

Community Fund Campaign were in the sum of \$3,466.95, and that this did not represent the total inasmuch as reports as yet had not been received from 53 members of the staff.

Divided:

Elizabeth B. Brockmeyer
Clerk.

Friday, March 5, 1937

March 5, 1937

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Buxton, Hall, and ~~Ed.~~

Mr. Buxton in the chair.

The record of the regular meeting of February 5, 1937 as presented was approved.

The supply list of February 19, 1937, authorized by the Vice President since the preceding meeting, was approved in the sum of \$2,564.87.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$3,722.47.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the February 28th draft, chargeable to the General Appropriation in the amount of \$19,831.64, £9:13:6, Frcs 1269, and Lire 27, chargeable to Trust Funds Income in the amount of \$1,072.65, £85:2:4, Pmkrs 451.69, Frcs 1881, Lire 583.80, S. Frcs 1136.90, Nor. Kr. 33.24 and Bel. Frcs. 2300, and chargeable to Special Appropriation, Central Library Building Fireproofing, Improvements, etc., in the amount of \$980.; and the March 31st draft, chargeable to the General Appropriation in the amount of \$355.66.

Circular Letter No. 3 from the Mayor's Office was read and ordered placed on file.

The Director announced the resignation of Gertrude E. Gummer, Assistant, as of March 11, 1937.

On recommendation of the Director it was

March 5, 1937

Voted: that there be confirmed the appointment to the Permanent Service of the Library of Peter E. Cassidy, Night Watchman, at \$41.50 per week, Mr. Cassidy having been certified by the Civil Service Commission and having completed six months probationary service in the Library.

and

Voted: that there be confirmed the appointment to the Permanent Service of the Library of Patrick J. McLaughlin, Night Watchman, at \$41.50 per week, Mr. McLaughlin having been certified by the Civil Service Commission and having completed six months probationary service in the Library.

and

Voted: that there be confirmed the appointment to the Permanent Service of the Library of Philip J. Healey, Janitor, at \$33 per week, Mr. Healey having been certified by the Civil Service Commission and having completed six months probationary service in the Library.

The Director brought to the attention of the Board the case of a member of the staff who, although eligible for appointment as Second Assistant and at the time performing the duties of the position at the Memorial Branch Library, had through oversight not been included in recommendations for appointment during 1936. On his recommendation it was therefore

Voted: that there be confirmed the appointment of Margaret A. Morgan as Second Assistant at \$250 per week, as of January 1, 1937.

On recommendation of the Director it was

Voted: that there be granted to Ella M. Keenan, Probationary Assistant, leave of absence without loss of pay for eight weeks dating from January 28, 1937, because of illness certified by her physician, and Mrs. Keenan having been in the service of the Library for twenty-three years.

and

Voted: that there be granted to Pearl B. Smart, Branch Librarian, Mt. Bowdoin Branch Library, leave of absence without loss of pay for six weeks dating from February 1, 1937, because of illness certified by her physician, and Miss Smart having been in the service of the Library for twelve years.

The Director presented to the Board a request received from William F. Quinn, Superintendent of Buildings, for an increase in salary. The request of Mr. Quinn was referred for consideration to the Special Com-

March 5, 1937

mittee on Salaries.

The Director also presented a request received from Timothy J. Mackin, Custodian of Stock, for an increase in salary. Mr. Mackin's request was also referred for consideration to the Special Committee on Salaries.

The Director reported that his traveling expenses in connection with the making of arrangements for a survey of the Albert H. Wiggin Collection had been in the sum of \$30.00. It was therefore

Voted: that there be paid to Milton E. Lord, Director, the sum of \$30.00, traveling expenses to New York and return incurred by him in connection with arranging for a survey of a certain collection to be bequeathed to the Library.

On recommendation of the Director, it was

Ordered, that hereafter, until otherwise ordered by the Board, the Library be closed on Good Friday from 12 to 4 o'clock p.m.

The Director presented an offer received from Philip Mc Morrow to sell to the Trustees the lot of land adjoining the Charlestown Branch Library at one half its assessed valuation. It was agreed that action in the matter should be deferred until the next meeting of the Board at which all members were in attendance.

The Director reported progress upon the work of reconstruction of certain parts of the West End Branch Library building as made necessary through the disintegration of certain of the structural elements of the building. He stated that there would be completed within the next few days the work of reconstructing the supports inside the tower, as well as upon one of the trusses of the roof of the main building. He indicated that there would next be undertaken certain exploratory investigation of the condition of the remaining structural elements with a view to determining the steps necessary to put the building into safe condition for public use.

He reported that every step was being taken in conference with the Building Commissioner of the City of Boston, with the Library's consulting architect, Mr. Edwards J. Gale, and with the Library's engineers, the J. R. Worcester Company.

The Director reported that at the request of the President the Corporation Counsel of the City of Boston had conferred informally with the Probate Court and with the counsel for the Rector of Trinity Church relative to the question of an accounting and an auditing of

March 5, 1937

the Benton Funds, as a result of which the Corporation Counsel was of the opinion that it would be proper for the Board to proceed along such lines if it wished, charging the costs against the funds themselves. It was, however, the sense of those present that the Corporation Counsel should be requested to confer also with the Attorney General of the Commonwealth to obtain his approval before the Board should take final action to proceed along such lines. It was also the sense of those present that arrangements ought to be made to permit the use of at least a preliminary portion of the accrued income of the Benton Book Fund without further delay, and the Director was requested to confer with the Corporation Counsel and with the counsel for the Rector of Trinity Church for the purpose of arranging such action if possible.

The Director reported that as a result of conferences since the last meeting of the Board it had been ascertained that the work of the above mentioned accounting and auditing could be carried through at a cost not to exceed \$2500. He stated that comparable estimates were now available from the firms of Stewart, Watts, & Bollong and of Boyden, Yardley, and Quay for doing the work at maximum costs of \$2500 and \$3700 respectively.

The Director reported that on February 19th the Appropriations Committee of the City Council had held its hearing on the 1937 budget of the Library, with the Library represented by Father Lord, by the Director, and by Mr. James N. Kenney as Comptroller. He reported that the hearing had been marked by a highly active interest on the part of members of the City Council on what was being done to bring about an improvement of salaries in the Library, particularly for the lower paid group of employees. He stated that in response to the request of the Chairman of the Appropriations Committee he had subsequently sent to him copies of the salary lists in force in the Library on January 1, 1936 and on January 1, 1937.

The Director brought to the attention of the Board a communication from the Boston Library Club, Employees of the Boston Public Library stating that at its meeting on February 14, 1937 it had withdrawn the section in its Statement of Purposes and Activities to which the Trustees had previously objected because of its implying a political approach to library problems. The Director was thereupon requested to arrange a meeting at which the Special Committee of the Trustees

March 5, 1937

appointed to study the salary situation in the Library would hear the representatives of the Boston Library Club in accordance with its request.

The Director presented a request from the Club for the use of the Lecture Hall in the Central Library building on March 21st for an open meeting with a guest speaker. He was authorized to act upon their request in accordance with the usual regulations governing the holding of meetings in the lecture halls and other premises of the Library.

Dissolved:

Elizabeth B. Brockunier
Clerk.

In Board of Trustees
Friday, March 19, 1937

March 19, 1937

A regular meeting of the Corporation was held in the Trustees Room at 3.30 p.m.

Present: Messrs. Burton, Kirstein, and Lord.

The President, Mr. Kirstein, in the chair.

The record of the regular meeting of March 5, 1937 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$8,065.81.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the March 31st draft, chargeable to the General Appropriation in the amount of \$25,677.41; to Trust Funds Income in the amount of \$1,217.23; and to Special Appropriation, Central Library Building, Fireproofing, Improvements, etc., in the amount of \$1,901.20.

Circular Letter No. 4 from the Mayor's Office was read and ordered placed on file.

The Director announced the resignation of Alice H. Gibbons, First Assistant, as of March 30, 1937.

On recommendation of the Director it was
Voted: that there be confirmed the appointment of
Geraldine D. Scammell as Second Assistant at
\$25 per week, as of March 15, 1937.

March 19, 1937

The Director brought to the attention of the Board the case of a member of the staff, who by reason of illness was in need of financial aid, and on his recommendation it was

Voted: that there be paid to Helen M. O'Brien, Probationary Assistant, the sum of \$25 from the income of the Alice Lincoln Whitney Fund.

The Director stated that the spring meeting of the Massachusetts Library Association was to be held at Plymouth on June 3 and 4, 1937, and on his recommendation it was

Voted: that there be granted without loss of pay the necessary time for attending the spring meeting of the Massachusetts Library Association, to be held at Plymouth on June 3 and 4, 1937, to those members of the library staff who are also members of the Massachusetts Library Association, provided that such absence can be arranged without detriment to the library's service.

The Director stated that the annual meeting of the American Library Association was to be held in New York City from June 21 to 26, 1937, and recommended that time for attendance at this meeting be allowed in accordance with the usual practice of the Library. It was therefore

Voted: that there be granted to members of the library staff who are also members of the American Library Association leave of absence without loss of pay for attendance at the annual meeting of the American Library Association to be held in New York City from June 21 to 26, 1937, provided that such absence does not interfere with the requirements of the library's service.

and further

Voted: that the Director be requested to represent the Library at the annual meeting of the American Library Association to be held in New York City from June 21 to 26, 1937 and that his expenses therefor be paid by the Library.

The Director also stated that the annual meeting of the Special Libraries Association was to be held in New York City from June 16 to 19, 1937, and recommended that time for attendance at this meeting be allowed in accordance with the usual practice of the Library. It was therefore

Voted: that there be granted without loss of pay the necessary time for attending the annual meeting of the Special Libraries Association, to be held in New York City from June 16 to 19, 1937, to those members of the library staff who are also members of the Special Libraries Association, provided that such absence can be arranged without detriment to the library's service.

March 19, 1937

The Director reported that since the preceding meeting he had had word from the Budget Commissioner that the item for the purchase of books in the Library's budget for 1937 had been reduced from the sum of \$180,000 to \$75,000.

The Director reported that since the preceding meeting of the Board he had conferred further with the Corporation Council of the City of Boston in the matter of the proposed auditing and accounting of the Benton Funds, and that the Corporation Council had advised that such an auditing and accounting should be carried through without delay, the cost to be made a charge against the Funds.

It was thereupon agreed that the lowest bidder of the three firms asked to estimate the cost of making an audit and accounting of the Benton Funds be engaged to carry through the work. It was therefore

Voted: that the services of the firm of Stewart, Watts and Bollong, 150 State Street, Boston, be engaged for a sum not to exceed twenty-five hundred dollars (\$2500.) to carry through an auditing and accounting of the Benton Book Fund and Benton Building Fund for the period of February 6, 1937 to date.

The Director was requested, prior to engaging the services of the firm of Stewart, Watts and Bollong, to ask the Corporation Council to inquire of the counsel of the Executor, Mr. Arthur F. Clarke, whether there would be any objection to the Trustees approaching Mr. Clarke for permission to use his records as Executor in conducting the proposed auditing and accounting of the Benton Funds.

The Director reported on the progress of the reconstruction work being carried on in the West End Branch Library, stating that the work on the structure of the cupola was finished and that the Library's consulting engineer was now engaged upon an examination of the rest of the building. He stated that the ceiling in the main room had been found to be in a precarious condition, and that, upon completion of the aforesaid examination of the building, he would make a full report and recommendation to the Board.

The President reported that on March 16, 1937 a committee from the Boston Library Club, Employees of the Boston Public Library had appeared before the Special Committee of the Trustees to present the views and recommendations of the Club relative to the salary levels now existing in the Library and to suggest the inauguration of a system for staff

March 19, 1937

promotions based on merit through open competition and a scheme for the classification of all library positions. He stated further that the committee had been assured of the sympathy of the Trustees as to the salary situation, and informed that the Trustees were now engaged upon a study of the salary levels existing in the Library with a view to presenting the problem to the Mayor, and that the question of classification of personnel was also receiving serious consideration by the Trustees.

The Director was requested to notify the Club that it might have the use of the staff bulletin boards in the Library for posting notices of Club business. He was also requested to notify the Club that the Trustees at their present meeting had discussed the problem of classification, a plan for which is now being devised and consideration of which will be requested of department heads and other library groups before being presented for final consideration and adoption by the Board.

Dissolved:

Elizabeth B. Brockunier
Clerk

April 2, 1937

Friday, April 2, 1937

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Buxton, Kinstein, Lord, and Sedgwick.
The President, Mr. Kinstein, in the chair.

The record of the regular meeting of March 19, 1937 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$3,891.72.

The following bills, having been approved by the Director and the President, were allowed and ordered paid: the March 31st draft, chargeable to the General Appropriation in the amount of \$757.41, and to Trust Funds Income in the amount of \$25.; the April 30th draft, chargeable to the general Appropriation in the amount of \$1,018.52.

On recommendation of the Director it was

Voted: that there be granted to James J. Kelley, Janitor, leave of absence without loss of pay

April 2, 1937

for 16 days dating from March 18, 1937, because of illness certified by his physician, and Mrs. Kelley having been in the service of the Library for thirty-eight years.

and

Voted: that there be granted to Mary F. Daly, Assistant, leave of absence without loss of pay for 28 days dating from February 24, 1937, because of illness certified by her physician, and Miss Daly having been in the service of the Library for eleven years.

and

Voted: that there be granted to Pearl B. Smart, Branch Librarian, Mt. Bowdoin Branch Library, leave of absence with half pay for one month dating from March 25, 1937, because of illness certified by her physician, and Miss Smart having been in the service of the Library for twelve years.

The Director brought to the attention of the Board the matter of the appointment of an Examining Committee for 1937, stating that the appointment of a Committee should be made in the near future. Following a discussion and consideration of various individuals for appointment, it was agreed that the selection of a Committee should be deferred until the next regular meeting of the Board.

The Director brought to the attention of the Board the request of the Peabody Museum in Salem for the loan of certain items relative to Nathaniel Bowditch for use in a proposed Bowditch Exhibit. It was

Voted: that the Director be authorized to lend to the Peabody Museum in Salem, Massachusetts, for purposes of incorporation in a temporary exhibition of items relating to Nathaniel Bowditch, such items from the Bowditch Collection in the Public Library of the City of Boston as the terms of gift of the Bowditch Collection to the Library permit lending, with the understanding that the Museum agree to assume complete responsibility for the proper protection of such items as well as all costs of transportation, insurance, and the like.

The Director presented to the Board an offer received from Philip J. Mc Morrow for the sale to the Library of the land adjoining the Charlestown Branch Library at one half of its assessed valuation. The Director was requested to convey to Mr. Mc Morrow the regret of the Board that it is not in a position to make such a purchase inasmuch as it is not possessed of the necessary funds.

April 2, 1937

The Director reported progress upon the examination of the condition of the West End Branch Library building, and stated that definite estimates of the cost of the work yet to be done would be presented to the Board at a subsequent meeting.

The Director presented for the attention of the Board copies of articles that had appeared recently in Boston newspapers relative to salary levels in the Library, based clearly upon the presentation made to the Special Committee of the Trustees, at the recent hearing on March 16, 1937, by representatives of the Boston Library Club, Employees of the Boston Public Library. After discussion of the general situation it was agreed that the President should take steps to arrange at as early a date as possible an opportunity for the Board to discuss in detail with the Mayor the problem of salary levels and of classification of personnel in the Library. It was agreed also that the Director should proceed to complete at as early a date as possible the conferences necessary for putting into effect final form the proposed Classification of Personnel, as well as the proposed Staff Examinations suggested as a basis for the classification of personnel.

Dissolved.

Elizabeth B. Brockunier
Clerk

April 16, 1937

Friday, April 16, 1937

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Buxton, Lord, and Sedgwick.

The Vice President, Mr. Sedgwick, in the chair.

The record of the regular meeting of April 2, 1937 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$1,775.68.

The following bills, having been approved by the Director and the President, were allowed and ordered paid: the April 30th draft, chargeable to the General Appropriation in the amount of \$24,042.13; chargeable to Trust Funds Income in the amount of \$840.85; and

April 16, 1937

chargeable to Special Appropriation, Central Library Building, Fireproofing Improvements, etc. in the amount of \$300.00.

An Executive Order issued by the Mayor on April 1, 1937 was read and ordered placed on file.

The Director again brought to the attention of the Board the case of a member of the staff who through continued illness is in need of further assistance. On motion of Mr. Buxton it was

Voted: that there be granted to Ella M. Keenan, Probationary Assistant, leave of absence without loss of pay for two weeks dating from March 25, 1937, because of illness, certified by her physician, and Mrs. Keenan having been in the service of the Library for twenty-three years.

and

Voted: that there be paid to Ella M. Keenan, Probationary Assistant, the sum of \$80 from the income of the Alice Lincoln Whitney Fund.

The Director presented to the Board a request, under date of April 12, from Harris B. Nollman, Probationary Assistant, for a hearing before the Trustees relative to the notice given to him of his separation from the Library service effective April 17, 1937. After a discussion of the matter Mr. Nollman was called before the Board and heard. It was the opinion of the Board that the Director's action in notifying Mr. Nollman of his separation from the service of the Library should be confirmed, and the Director was requested so to inform Mr. Nollman.

The Director reported that since the preceding meeting there had taken place in New York the Breaker Sale of rare Americana and first editions of English and American works, and that Zoltan Haraszti, Keeper of Rare Books, had attended on behalf of the Library for the purpose of examining and purchasing for the Library certain items of interest to the Library to acquire. He recommended that the traveling expenses of Mr. Haraszti in connection with the aforesaid trip be paid by the Library. On motion of Mr. Buxton it was

Voted: that there be paid to Zoltan Haraszti, Keeper of Rare Books, the sum of \$25.50, traveling expenses incurred by him in connection with the examination and purchase of certain items in the Breaker Sale in New York on April 7, 1937.

The Director brought to the attention of the Board a letter

April 16, 1937

received from City Councillor Henry Selvitella, in which Mr. Selvitella, in which Mr. Selvitella stated that he had been approached by civic organizations in East Boston relative to the possibility of there being placed a memorial tablet to the late Superintendent of Schools, Patrick J. Campbell, in the Jeffries Point Branch Library, the building having been the birthplace of Mr. Campbell. The Director was requested to communicate with Mr. Selvitella and to set forth the policy of the Board not to place within the premises of the Library memorials unless of persons officially connected with the institution, and to express to Mr. Selvitella the regret of the Board in not being able to take action along the lines suggested.

The Director reported that he had received from Mr. Edwards J. Gale, the Library's consulting architect, a tentative estimate of the cost of putting the West End Branch Library building in repair, which including the cost of the emergency work already carried through in the sum of \$7,000, would be approximately \$55,000. He stated that as soon as there had been an opportunity to confer in the matter with the Building Commissioner he would make a further report to the Board.

The Director brought to the attention of the Board the fact that the income for the year 1936 from the Children's Fund, held by the Trustees under the will of the late Josiah H. Benton, was now at hand and should be paid over to the Rector of Trinity Church in accordance with the 12th clause of the will. On motion of Mr. Buxton it was

Voted: that there be paid to Arthur Lee Winsolving as he is Rector of Trinity Church in the City of Boston, the sum of \$3,741.22, income for the year ending December 31, 1936 on "The Children's Fund", given to the Library under the 11th clause of the will of Josiah H. Benton; as required by the 12th clause of said will.

The Director presented to the Board a quarterly statement as of March 31, 1937 submitted by the City Treasurer's Office relative to the income of the Benton Funds now on hand, and reported that the firm of Stewart, Watts and Bollong was engaged upon the auditing and accounting of the Funds and would shortly render a preliminary report of their examination.

The Director reported that following the conference of the Trustees with the Mayor on April 8 the Mayor had on April 12, 1937 submitted to the City Council a supplementary budget request, in which the sum of

April 16, 1937

\$32,000 had been requested for the Library's Personal Service account, for additional provision for increases in pay for the members of the library staff.

The Director brought to the attention of the Board the necessity of appointing an Examining Committee for the Library for 1937. After a general discussion of individuals to be invited to serve the following were appointed:

Mr. George Bramwell Baker
Mr. Walter B. Briggs
Mrs. J. Nicholas Brown
Mr. Henry J. Claus
Mr. Robert Cutler
Mrs. William H. Dewart
Mr. Carl Dreyfus
Mr. Edward J. Dunn
Dr. Albert Ehrenfried
Mr. Herbert B. Elliott
Miss Susan J. Gunn
Mr. Arthur L. Gould
Mrs. Francis Gray
Mr. Chester W. Hough
Mr. M. A. DeWolfe Howe
Dr. Henry Jackson
Mr. Carl J. Keller
Rev. Arthur L. Kingsolving
Mrs. Augustus P. Loring, Jr.
Mrs. Frederick N. Mansfield
Mrs. Bertha Mahony Miller

Mr. George N. Northrup
Rev. Charles E. Park
Mrs. Elizabeth W. Perkins
Hon. John F. Perkins
Mrs. Edward M. Pickman
Mr. Gabriel F. Piemonte
Hon. Abraham C. Pinanski
Rev. Richard J. Sullivan
Mr. Charles M. Rogerson
Mr. Ben M. Selekanian
Mr. Harlow Shapley
Mrs. Arthur G. Spinkcliff
Mrs. Francis C. Statterly
Mrs. Donald C. Starr
Mr. Charles H. Taylor
Miss Ruth Taffney
Mrs. Joseph J. Tomasello
Mr. John P. Vaccaro
Dr. Henry R. Veto
Mr. Robert Watt
Mrs. Frederick Winslow

It was suggested that the Director bring to the attention of the President the inability of members of the Board to be present on the stated date of the annual meeting, the first Monday in May, with a view to postponing the annual meeting until the date of the next regular meeting, namely, May 7, 1937.

Dissolved:

Elizabeth B. Brockmeyer
Clerk.

Friday, May 7, 1937

May 7, 1937

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p. m.

Present: Messrs. Buxton, Hall, Kristein, and Lord.

The President, Mr. Kristein, in the chair.

The record of the regular meeting of April 16, 1937 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$4,462.13.

The following bills having been approved by the Director or Clerk

May 7, 1937

and a Trustee, were allowed and ordered paid: the April 30th draft, chargeable to the General Appropriation in the amount of \$4,386.84, £250.17.5, Rmkrs 996.15, Frcs 1105.25, Gld. 196.10, Lire 965.75, Pesos 10.00; chargeable to Trust Funds Income in the amount of £110.16.4, Rmkrs 296.23, Frcs 604.25, Gld 502.60, Swiss Frcs 4738.60; and a Special Draft, chargeable to the Children's Fund in the amount of \$3,741.22; also the May 31st draft, chargeable to Trust Funds Income in the amount of \$80.00.

The Director presented an attested notification from the City Clerk that Robert H. Lord had been duly sworn as a Trustee of the Public Library of the City of Boston for the term ending April 30, 1942.

On recommendation of the Director it was

Resolved: that there be granted to Anne M. F. Connolly, First Assistant, leave of absence without loss of pay for two weeks, dating from March 22, 1937, because of illness, certified by her physician; and Miss Connolly having been in the service of the Library for thirteen years.

and

Resolved: that there be granted to Herbert S. Smith, Assistant, leave of absence without loss of pay for thirty-nine days, dating from April 1, 1937, because of illness, certified by his physician; and Mr. Smith having been in the service of the Library for eleven years.

The Director brought to the attention of the Board the case of a member of the staff, who by reason of illness is in need of financial assistance, and on his recommendation it was

Resolved: that there be paid to Palmira Piccolo, Assistant, the sum of \$25 from the income of the Alice Lincoln Whitney Fund.

The Director announced the resignations of Mrs. Helen Altshuler Rosenberg, Second Assistant, as of April 28, 1937, Mrs. Mary H. Rodgers, Second Assistant, as of May 14, 1937, Mrs. Leah Perlis Segal, Second Assistant, as of May 17, 1937, Mrs. Gladys Hoona McDonnell, Assistant, as of May 25, 1937, and Mrs. Barbara N. Cotton, Clerk and Typist, as of May 26, 1937.

The Director brought to the attention of the Board the request of a member of the staff, a young married woman, for an extended leave of absence. After a general discussion of the problem with relation to the difficulties ensuing in carrying on the Library's service during prolonged absences of members of the staff, it was agreed that the Library could not properly guarantee the holding open of positions for individuals during

May 7, 1937

extended absences, but that, when consistent with the maintenance of good library service, and in cases in which such absences occur for good cause, every consideration should be given to the possibility of re-employment of such individuals, in accordance with the merits of the individual cases. It was therefore

Resolved: that positions of members of the staff who are absent from the Library's service for extended periods may not properly be held open for such individuals, but that, when absence has been for good cause, the Director may extend every consideration to the possibility of re-employment of such individuals, in accordance with the merits of the individual cases, provided that such re-employment is in the best interest of the Library.

The Director announced the retirement of Francis W. Lee, Chief of the Printing Department, as of May 31, 1937, after forty-three years of service in the Library.

He stated that it would be necessary to take action to fill the position of Chief of the Printing Department, that an examination to establish an eligible list from which to select a Chief for this department had been held by the Civil Service Commission in 1930, and that Mr. William B. Gallagher, of the Library's Printing Department, was first on the aforesaid list. He recommended that Mr. Gallagher be appointed to the position of Chief of the Printing Department, subject to the approval of the Civil Service Commission.

The Director was therefore authorized to request of the Civil Service Commission certification of Mr. William B. Gallagher as Chief of the Printing Department, at a salary of \$50 per week.

On recommendation of the Director it was

Resolved: that there be confirmed the appointment of Mary Golden as Second Assistant at \$25 per week, as of May 14, 1937.

and

Resolved: that there be confirmed the appointment of Gladys R. White as Second Assistant at \$25 per week, as of May 17, 1937.

The Director reported that as a result of public advertising there had been received from five bidders proposals for the construction and installation of twelve quartered-oak, free-standing catalog cases of 140 trays each for Library of Congress catalog cards. These proposals were as follows: Sam'l Ward Mfg. Co., 57 Franklin Street, Boston, in the amount of \$5,318; Filing Equipment Bureau Inc., 27 Melcher Street,

May 7, 1937.

Boston, in the amount of \$5,760; Remington Rand Inc., 118 Federal Street, Boston, in the amount of \$5,994; McCarthy Bros., 218 Dudley Street, Rosbury, in the amount of \$6,350.70; and Gaylord Bros. Inc., local representative, J. D. Bailey, 232 Clifton Street, Malden, in the amount of \$7,125.

The Director recommended that the proposal of the lowest bidder, Sam'l Ward Mfg. Co., be accepted. It was therefore

Voted: that there be awarded to Sam'l Ward Mfg. Co., 57 Franklin Street, Boston, the lowest qualified bidder in the public bidding, the contract for the construction and installation of twelve quartered-oak, free-standing catalog cases of 140 trays each for Library of Congress catalog cards, at the amount of \$5,318.00.

The Director reported that the Trustees had been requested by the Executor of the estate of the late Emily L. Ainsley to take formal action in acceptance of the bequest made in the Fourth clause and the devise and bequest made in the Twelfth clause to the Library under the will of Mrs. Ainsley, and to authorize the President to execute a certificate for Federal Estate Tax purposes, to be delivered to the Executor, forms for which had been approved by the Corporation Council of the City of Boston. It was therefore

Voted: that the bequest to the Trustees of the Boston Public Library made by the Fourth clause of the will of the late Emily L. Ainsley of Boston and the devise and bequest made in the Twelfth clause of said will be and the same hereby are accepted; and

Further Voted: that the President be and he hereby is authorized to execute and deliver to the First National Bank of Boston a certificate for Federal Estate Tax purposes in the form presented to this meeting and hereby made a part of the records thereof.

I, Louis E. Kirstein, President of the Trustees of the Public Library of the City of Boston do hereby certify that a bequest of Article 12 - 1/4 share of real-estate and Article 4 - 1/4 remainder interest in \$100,000 under the will of the late Emily L. Ainsley has been accepted by this institution.

I further certify that the Trustees of the Public Library of the City of Boston is a corporation organized under the laws of the Commonwealth of Massachusetts and is organized and operated exclusively for the following purposes:

For the general care and control of the central and branch public libraries of the City of Boston.

I further certify that the corporation is not conducted for profit and no part of the net earnings inure to the benefit of any private stockholder, or individual interested in the activities of the institution.

(signed) Louis E. Kirstein
President

Subscribed and sworn to before me this seventh day of May 1937.

(signed) Elizabeth B. Brockunier
Notary Public

May 7, 1937.

The Director reported further in the matter of the distribution in part of the income received from the Benton Book Fund for the period of January 22, 1936 to March 31, 1937, inclusive, stating that, following a joint conference of the Corporation Council of the City of Boston, the counsel for the Rector of Trinity Church, and himself, the Corporation Council had given an opinion that such distribution of income could properly be made at this time. It was therefore

Voted: that Milton E. Lord, Director and Librarian of the Public Library of the City of Boston, be and he hereby is authorized and directed to request the City Treasurer to distribute and pay to the Rector of Trinity Church, to be held by said Rector pursuant to the provisions of the Agreement of Compromise, dated January 15, 1935, made in connection with the administration of the trust created under the Twelfth Clause of the will of Josiah H. Benton, a sum equal in amount to four-twentieths of all the interest and dividends which have been paid to the City Treasurer during the period from January 22, 1936 to March 31, 1937, inclusive, upon the bonds and stocks turned over to the City Treasurer by the Trustees of the Public Library of the City of Boston on January 22, 1936 and received by said Trustees from Arthur H. Clarke, surviving trustee under said Twelfth Clause.

and

Voted: that Milton E. Lord, Director and Librarian of the Public Library of the City of Boston, be and he hereby is authorized and directed to request the City Treasurer to distribute and pay to the Trustees of the Public Library of the City of Boston, to be held by said Trustees pursuant to the provisions of the Agreement of Compromise, dated January 15, 1935, made in connection with the administration of the trust created under the Twelfth Clause of the will of Josiah H. Benton, a sum equal in amount to six-twentieths of all the interest and dividends which have been paid to the City Treasurer during the period from January 22, 1936 to March 31, 1937, inclusive, upon the bonds and stocks turned over to the City Treasurer by the Trustees of the Public Library of the City of Boston on January 22, 1936 and received by said Trustees from Arthur H. Clarke, surviving trustee under said Twelfth Clause.

The Director reported further in the matter of the repairs necessary in the West End Branch Library building, stating that he had received from the Library's consulting architect, Mr. Edwards J. Gale, an estimate, submitted in detailed form to show the cost of the repair of each section of the building, in the amount of approximately \$39,000, and that he shortly would discuss in further detail the necessity for the various repairs with the Library's engineers, the J. R. Worcester Company, and with the Building Commissioner of the City of Boston, and then would report formally to the Board.

May 7, 1937

The Director stated that more adequate quarters for the temporary housing of the activities of the West End Branch Library should be provided and brought to the attention of the Board the availability of a site near the Library building suited for such purposes and to be had at a reasonable rental. It was therefore

Voted: that there be rented for the temporary housing of the activities of the West End Branch Library the property on the easterly corner of Jay and Cambridge Streets, in charge of the Conveyancers Title Insurance and Mortgage Company, 30 State Street, Boston, at the amount of \$250 per month, with provision for a thirty-day notice of removal on the part of either party.

It was agreed that the President, or the Vice President, and the Director be appointed a committee to take what action is necessary in presenting to the Mayor the need for obtaining funds for the repair of the West End Branch Library building.

The Director reported that on April 27th Father Lord and he had attended a hearing before the City Council's Committee on Appropriations on the supplementary budget request from the Library Department, that the Committee had seemed sympathetic to the needs of the Library, and that he expected to be able to report to the next meeting of the Board the action taken by the City Council in the matter.

At the suggestion of Mr. Hall the name of William K. Richardson was added to the list of those individuals appointed to the Examining Committee for the year 1937.

Dissolved:

Elizabeth B. Brockmeyer
Clerk.

Annual Meeting

May 7, 1937.

Friday, May 7, 1937.

The annual meeting of the Corporation, postponed from Monday, May 3, 1937, was held at 5:35 o'clock p.m.

Present: Messrs. Buxton, Hall, Kristein, and Lord.

The President, Mr. Kristein, in the chair.

The Corporation elected by ~~unanimous~~ vote its officers for the ensuing year.

May 7, 1937.

First vote for President

Mr. Buxton voted for Elery Sedgwick, Mr. Hall voted for Elery Sedgwick, Mr. Kristein voted for Elery Sedgwick, Father Lord voted for Elery Sedgwick, and Elery Sedgwick was declared elected President.

First vote for Vice President

Mr. Buxton voted for John L. Hall, Mr. Hall voted for Robert H. Lord, Mr. Kristein voted for John L. Hall, Father Lord voted for John L. Hall, and John L. Hall was declared elected Vice President.

First vote for Clerk

Mr. Buxton voted for Elizabeth B. Brockmeyer, Mr. Hall voted for Elizabeth B. Brockmeyer, Mr. Kristein voted for Elizabeth B. Brockmeyer, Father Lord voted for Elizabeth B. Brockmeyer, and Elizabeth B. Brockmeyer was declared elected Clerk.

In motion of Mr. Buxton and seconded by Mr. Hall the following enabling acts were then taken:

Voted: that any member of the Corporation be and hereby is authorized to sign on behalf of the Corporation bills, special drafts, and payrolls of the Library.

and

Voted: that, until the next annual meeting, the President, or Vice President, or in the inability of either, any member of the Board of Trustees, be and hereby is authorized to sign contracts entered into by the Board.

Dissolved: Elizabeth B. Brockmeyer
Clerk.

The Clerk qualified for office by taking the following oath:

I, Elizabeth Brady Brockmeyer, solemnly swear that I will well and faithfully perform all the duties incumbent upon me as Clerk of the Trustees of the Public Library of the City of Boston; so help me God.

Elizabeth B. Brockmeyer

Sworn and subscribed to before me this seventh day of May, A. D. 1937.

(Signed) Robert F. Dixon
Notary Public

My commission expires May 2, 1939

I, Elizabeth Brady Brockmeyer, do solemnly swear that the oath of office above was taken by me, as it appears

Elizabeth B. Brockmeyer

Sworn and subscribed before me this 13th day of April 1937

Notary Public

May 21, 1937

Friday, 21 May 1937

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Buxton, Kirstein, and Lord.

Mr. Kirstein in the chair.

The records of the regular meeting of May 7, 1937, and of the annual meeting of May 7, 1937, as presented were approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$2,921.01.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the May 31st draft, chargeable to the General Appropriation in the amount of \$21,853.17, to Trust Funds Income in the amount of \$3,906.59, a Special Draft chargeable to Trust Funds Income in the amount of \$25, and chargeable to Special Appropriation, Central Library Building, Fireproofing, Improvements, etc. in the amount of \$1,799.50.

Circular Letter No. 5 from the Mayor's Office was read and ordered placed on file.

The Director announced the receipt of the official notification from the Boston Retirement Board that Francis W. Lee was to retire from the Library's service on May 31, 1937. He recommended that Mr. Lee be given the title of Chief of Printing Department, Emeritus, and on motion of Mr. Buxton it was

Voted: that Francis W. Lee be given the title of Chief of Printing Department, Emeritus, as of June 1, 1937.

The Director reported that, as requested at the previous meeting, he had written to the Civil Service Commissioner to inquire whether there was still valid the list of qualified candidates for the position of Chief of Printing Department established as a result of an examination held in 1930, that to date he had received no reply to his inquiry, and he recommended that Mr. Lee be given the title, providing the Civil Service should hold valid the aforesaid list of 1930, William B. Gallagher, a member of the Library's Printing Department and top man on the aforesaid list, be appointed to the vacancy created by the retirement of Mr. Lee. It was therefore

May 21, 1937

Voted: that William B. Gallagher be, and hereby is, appointed Chief of Printing Department at a salary of \$2,610 per annum, as of June 1, 1937, subject to the approval of the Civil Service Commission.

The Director announced the transfer of Winifred McFaul, Stenographer, from the Library Department of the City of Boston to the Department of Labor and Industries of the Commonwealth of Massachusetts.

On recommendation of the Director it was

Voted: that there be granted to Edward H. Rehwaldt, Engineer, leave of absence without loss of pay for six weeks dating from May 7, 1937, because of illness, and Mr. Rehwaldt having been in the service of the Library for thirteen and a half years.

and

Voted: that there be granted to Pearl B. Smart, Branch Librarian, Mrs. Bowdoin Branch Library, leave of absence with half pay for two months dating from April 25, 1937, because of illness certified by her physician, and Miss Smart having been in the service of the Library for twelve years.

The Director announced the receipt of a payment of income in part from the Benton Book Fund in the amount of \$59,307.93 for the period of January 22, 1936 to March 31, 1937. He stated that four-tenths of this amount, namely \$23,723.17, was being paid over to the Rector of Trinity Church, and that six-tenths, namely \$35,584.76, would be made available for the purchase of books for the Library, in accordance with the terms of the Agreement of Compromise under date of January 15, 1935.

The Director presented to the Board two letters received from a Committee of the Boston Library Mechanics Club, on behalf of the Club, requesting consideration by the Board of the possibility of extending the annual vacation period of the mechanical workers from 12 days to 24 days, and the possibility of establishing a definite yearly sick leave for mechanical workers. The Director stated that the Boston Library Mechanics Club, consisting of 71 members of the Buildings, Printing, and Binding Departments, had been formed on May 5, 1937, that subsequently the aforesaid Committee had discussed the matter with him, after which they had forwarded to him the two aforesaid letters for presentation to the Trustees.

After consideration of the matter the Board deferred action, pending the assembling by the Director for presentation at a later meeting of information relative to the feasibility and the cost of adopting either a 24 day

July 21, 1937.

vacation or annual sick leave for mechanical workers in the Library.

The Director recommended that there be appointed to the Permanent Service certain individuals in the Probationary Service who have fulfilled the necessary qualifications both as to examinations passed and probationary period served in the Library. It was

Voted: that there be appointed as Assistants in the Permanent Service the following individuals, as of June 4, 1937:

Circulation Division	Reference Division	Division of Business Operations
John E. Burke	James Burns	Earle A. Quadra, Book Carrier
Dorothea Corne	Roberta Boehner	Victor A. Shuman, Assistant, Shipping Department
Helen M. Gale	Margaret Hurley	Marinus E. Soterik, Engineer
Nellie Globie	Mary E. Johnston	
Edel Goren	Hazel L. McCusker	
John Hanley	Camron E. McDonough	
Marie Haasle	Ruth F. Mackin	
Dorothy J. Higginball	Lulu M. Nelson	
Catherine Locke	Florence N. Newsome	
Eleanor Norkunas	Edward J. Niland	
Elizabeth Smith	Chaire Ricci	
Pauline Winnick	Robert Roper	
	Sidney Weinberg	
	Mary Willett	
	Frederick Pearson	

The Director reported that on May 10, 1937 the City Council had passed the amount requested by the Mayor for salary increases in the Library Department, and he thereupon presented to the Board schedules of increases in pay for members of the Library staff in accordance with the proposals submitted by the Trustees to the Mayor in requesting the supplementary budget allowance.

In order that there be established a rate of pay of \$15.00 per week for all individuals now in the full-time service of the Library who have not qualified by passing the requisite Entrance Examinations for the Graded Service, but have passed those for the Ungraded Service, it was

Voted: that the pay of the following individuals be increased to the rate of \$15.00 per week, dating from June 4, 1937:

Probationary Assistants

Circulation Division	Reference Division	Division of Business Operations
Sullivan, Anna J. \$11.00	Rosa, Frederick L. \$12.00	Dufault, Roger \$11.00
	O'Brien, Helen M. \$12.00	McMillan, Leonard J. \$13.00
	Chapman, Mary G. \$14.00	
	Foley, Ruth W. \$13.00	
	Kaul, Thomas H. \$11.00	
	Kiley, James P. \$12.00	
	Kennedy, Mary E. \$12.00	
	Petrie, Mary A. \$13.00	
	Poley, Albert J. \$12.00	
	Stanton, Martha M. \$12.00	

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In order that there be established a minimum rate of pay of \$20.00 per week for all individuals now in the full-time service of the Library who have qualified by passing the requisite Entrance Examinations for the Graded Service, it was

Voted: that the pay of the following individuals be increased as follows, dating from June 4, 1937:

Circulation Division	Reference Division
Le Fange, Aleste \$17.00	Niland, Edward J. \$15.00
Marino, Charles \$16.00	Sheehan, Frances W. \$15.00
Robison, Rose \$16.00	Neimberg, Sidney \$15.00
Wankew, John R. \$15.00	Earley, George E. \$15.00
Nolke, Lillian \$18.00	Murtagh, Patrick O. \$15.00
Coxey, Edward \$15.00	Nagle, Paul E. \$15.00
Larson, Emilia \$15.00	Piccolo, Palmira \$18.00
Jordan, Janet \$16.00	Burns, James A. \$15.00
Locke, Catherine \$15.00	Gray, Edward P. \$15.00
McGonagle, Frances W. \$19.00	D'Rosario, William \$15.00
Leitch, Catherine J. \$16.00	McLaughlin, Charles J. \$17.00
Houder, Mildred B. \$15.00	Rogge, Albert W. \$18.00
Rogers, Eva L. \$19.00	Cashman, Marie J. \$15.00
Chapman, Clara \$16.00	Daly, Mary Frances \$18.00
Flood, Dorothy J. \$16.00	Doherty, Francis T. \$15.00
Adelson, Mildred R. \$15.00	McCarthy, John F. P. \$15.00
Navarro, Lillian E. \$19.00	Matafani, Lillian \$16.00
Freeman, Effie M. \$19.00	Baugh, Ruth E. \$15.00
Harmon, Helen \$17.00	Boehner, Roberta \$15.00
Barker, Mildred E. \$15.00	Shamrin, Saida \$17.00
Moore, Dorothy E. \$15.00	Cogle, Mary J. \$15.00
Haleigh, Catherine \$15.00	Shibby, Margaret M. \$15.00
Kaufman, Mildred \$15.00	Diedrichs, Marjorie C. \$15.00
Corle, Dorothea M. \$15.00	Fortunato, Agnes M. \$15.00
Winnick, Pauline \$15.00	Ginsberg, Ada \$15.00
Armstrong, Anna E. \$19.00	Goggin, Rita \$15.00
Esterberg, Ethel \$19.00	Hurley, Margaret L. \$15.00
Engler, Martha C. \$15.00	Johnston, Mary E. \$15.00
Baker, John E. \$15.00	McDonnell, Mary L. \$15.00
Brennan, Helen A. \$19.00	McDonough, Ceilia \$15.00
Norkunas, Eleanor \$15.00	McDonough, Camron E. \$15.00
Rams, Louis \$15.00	Mackin, Ruth F. \$15.00
Mistral, Louisa \$15.00	Martin, Marie \$15.00
Borkowitz, Sadie \$15.00	Marvin, Grace M. \$18.00
Smith, Elizabeth \$15.00	Morgan, Theodora M. \$15.00
Mitchell, Thelma S. \$15.00	O'Donnell, Anna B. \$15.00
Fishburne, Ruth \$16.00	Perce, Clara \$15.00
Largay, Jean Murphy \$16.00	Calbury, Vera \$15.00
Shelton, Alice \$15.00	Beany, Mary J. \$15.00
Landrey, Kathleen \$19.00	Roper, Robert J. \$15.00
Bruno, Frank P. \$16.00	Sullivan, Philomena \$15.00
Antti, Rose \$16.00	Willett, Mary \$15.00
Abramson, Rosalie \$17.00	Kanter, Leonard J. \$17.00
McLaughlin, Marie \$16.00	Ranu, Henry Francis \$15.00
Gould, Beatrice A. \$17.00	Andersson, Max \$18.00
Night, Margaret E. \$15.00	Sullivan, Joseph \$15.00
O'Connor, Francis M. \$16.00	Dixon, Robert J. \$17.00
Coughlin, Mary F. \$15.00	Grudreau, Mary M. \$16.00
Johnson, Martha L. \$19.00	Buckmann, Anna M. \$15.00
Wickham, Mildred L. \$16.00	Dowling, Margaret J. \$15.00
Bickford, Florence F. \$19.00	Lounsbury, Stella M. \$15.00
Barlett, Edna Arons \$19.00	Bell, Mary S. F. \$17.00
Green, Ethel \$15.00	Latton, Pauline R. \$17.00
Hastie, Marie J. \$15.00	McLennan, Arthur W. \$15.00
Johnson, Ernest H. \$19.00	Leonard, Catherine J. \$16.00
Johns, Nellie \$15.00	McCarthy, Grace G. \$15.00
	Leeson, Frederick \$15.00
	Nelson, Lulu \$15.00

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Division of Business Operations

	From	To
Murphy, Charles H.	\$15.00	\$20.00
Nathanson, Bessie E.	15.00	20.00
Ryan, Leo J.	15.00	20.00
Forster, Alice K.	15.00	20.00
Wincombe, Anne S. L.	19.00	21.00

In order to make available to all individuals in the Graded Service of the Library who have not reached the maxima of their grade an increase of \$2.00 per week, it was

Toted: that the pay of the following individuals be increased as follows, dating from June 4, 1937:

Circulation Division		Reference Division	
From	To	From	To
Waters, Alice M.	\$25.00 \$27.00	Adams, Elizabeth L.	22.00 24.00
Gilman, Mary L.	22.00 24.00	Cassidy, Margaret L.	27.00 29.00
Goodwin, Ruth R.	22.00 24.00	Kehe, Mary J.	22.00 24.00
Dennison, Mary L.	25.00 27.00	McLusker, Honor C.	20.00 22.00
Lawrence, Myrtis	21.00 23.00	Munsterberg, Margaret	30.00 32.00
Moran, Helen F.	25.00 27.00	Symonds, Helen	29.00 31.00
Olivier, Evelina M.	24.00 26.00	Aleman, Elizabeth J.	21.00 23.00
Burroughs, Lillian R.*	22.00 24.00	McLaughlin, Helen P.	21.00 23.00
Murphy, Helen S.	24.00 26.00	Mulvaney, Mary Esther	33.00 35.00
McQuibben, Margaret A.	22.00 24.00	Rosenberg, Morris J.	34.00 36.00
Renfrew, Susan W.	25.00 27.00	Druckman, Irving E.	20.00 22.00
Grace, A. Gertrude S.	22.00 24.00	Gilmartin, Sylvia N.	25.00 27.00
Lapie, Frances C.	22.00 24.00	Kaufman, Helen S.	20.00 22.00
MacBain, Mildred M.	22.00 24.00	Marrow, Dorothy J.	25.00 27.00
Palmer, Beatrice M.	22.00 24.00	Nicholson, Natalie N.	24.00 26.00
Traverso, Mary R.	25.00 27.00	Pochler, Jane Bickford	22.00 24.00
Bickford, Lillian A.	25.00 27.00	Weatherbee, Harriett	20.00 22.00
Ellis, Marion M.	22.00 24.00	Gray, Alice M.	27.00 29.00
Barry, Julia H.	22.00 24.00	Johnson, George C.	22.00 24.00
Carroll, Sally D.	22.00 24.00	Jones, Clara L.	25.00 27.00
Coleman, Anne F.	24.00 26.00	Mason, Alice	25.00 27.00
Askew, Minna E.	22.00 24.00	Roe, Esther Fernberg	22.00 24.00
Leonard, Marian	25.00 27.00	Woodworth, Kathleen M.	25.00 27.00
Carret, Elsie H.	25.00 27.00	Zang, Julia R.	28.00 30.00
Penella, Margaret	22.00 24.00	Bell, Gerald R.	21.00 23.00
Geary, Marcella K.	22.00 24.00	Barry, Ellen M.	20.00 22.00
Norton, Ralph A.	25.00 27.00	Costa, Santa M.	26.00 28.00
Leeson, Sara	22.00 24.00	Crowley, Joseph A.	28.00 30.00
Kimball, Ethel	25.00 27.00	Ennis, Flora A.	29.00 31.00
Killoor, Louise	22.00 24.00	Papadimitriou, Michel	24.00 26.00
O'Melia, Pauline R.	22.00 24.00	Elliott, Minerva L.	29.00 31.00
Lynch, Anna G.	25.00 27.00	Smith, Herbert S.	20.00 22.00
McDonald, Mary L.	22.00 24.00	McDonough, Mary M.	29.00 31.00
Coghlan, M. Agnes	22.00 24.00	Partridge, Alice	21.00 23.00
Kushman, Sarah	22.00 24.00	Barneo, Kenneth C.	20.00 22.00
Procente, Mildred E.	21.00 23.00	Maier, Joseph A.	28.00 30.00
Sagoff, Helen	25.00 27.00	Shapiro, William M.	20.00 22.00
McGuinness, Anna John	25.00 27.00	Griffin, Helen A.	27.00 29.00
Ranker, Ella	22.00 24.00	O'Connell, Bridie P.	20.00 22.00
Ross, Hazel C.	22.00 24.00	Sullivan, Katherine G.	29.00 31.00
Kelly, Catherine C.	24.00 26.00	Walsh, Esther Evelyn	19.00 21.00
Conwell, Helen A.	22.00 24.00	Carroll, John M.	23.00 25.00
Ross, Winifred F.	25.00 27.00	Edson, Mary L. H.	25.00 27.00
Cooper, Charlotte R.	22.00 24.00	Scully, Russell A.	24.00 26.00
Nelson, Olive M.	22.00 24.00	Walsh, Sally	20.00 22.00
Karin, Alice	22.00 24.00	Knight, Elizabeth L.	33.00 35.00

* Probationary Assistant

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Circulation Division

	From	To
Donovan, Marquise H.	\$24.00	\$26.00
Burns, Margaret G.	22.00	24.00
Bailey, Edith H.	24.00	26.00
Connot, Mary E.	22.00	24.00
Locke, Gertrude M.	22.00	24.00
Balger, William M.	25.00	27.00
Collins, Katherine J.	25.00	27.00
Lavin, Sophie O.	22.00	24.00
Quistila, Irene A.	20.00	22.00
Lambert, Helen L.	25.00	27.00
Warner, Rosalyn S.	22.00	24.00
Bell, Anna J. A.	22.00	24.00
Hershey, Irene G.	22.00	24.00
Nicholson, Ruth	22.00	24.00
Kneeland, Alberta	21.00	23.00
Riley, Mary E.	25.00	27.00
Sagoff, Maurice	21.00	23.00
Nadell, Etta	22.00	24.00
West, F. Loretta	22.00	24.00
Libon, Catherine Miller	21.00	23.00
Fitch, Rose J.	20.00	22.00
Doherty, Bessie L.	30.00	32.00
Fagaker, Chester A. S.	30.00	32.00
Heurich, Bertha S.	25.00	27.00
Lery, Evelyn	25.00	27.00
Borman, Emma M.	20.00	22.00
Andreiosky, Harry	20.00	22.00
Gillis, Charles J.	29.00	31.00
Ray, Jean	29.00	31.00
Fisher, Francis	26.00	28.00
McElman, Mary S. J.	26.00	28.00
Forrest, Lillian M.	20.00	22.00
Doye, Mary T.	29.00	31.00
Billman, Evelyn	20.00	22.00
Cable, Helen M.	20.00	22.00
Kimball, Dorothy J.	20.00	22.00
Cannell, Ruth	1450.	1550.
Usher, Sarah	35.00	1950.
Cann, Muriel	32.00	1850.
Harland, Alice V.	20.00	1150.

Reference Division

	From	To
Chalifoux, Mildred A.	\$1400.	\$29.00
Roberts, Ruth Berlin	29.00.	31.00
Campbell, M. Theres	30.00	32.00
Crosby, May L.	30.00	32.00
Fletcher, Harry C.	23.00	25.00
Gorham, Katherine J.	32.00	34.00
Hackett, Alice E. D.	28.00	30.00
Kalish, Abraham H.	30.00	32.00
Kennedy, James S.	30.00	32.00
Kapert, Frances	20.00	22.00
Kramer, Esther	30.00	32.00
Lycke, Gladys E.	30.00	32.00
Lynch, Barbara	26.00	28.00
Lynch, Joseph A.	28.00	30.00
McCarthy, William H.	30.00	32.00
O'Connor, Mildred C.	20.00	22.00
Rudd, Benjamin W.	32.00	34.00
Snyder, Abraham	35.00	37.00
Slam, Aaron A.	24.00	26.00
Steinberg, Mirna	27.00	29.00
Tewksbury, Everett B.	33.00	35.00
Tice, Kathleen L.	22.00	24.00
True, Olive F.	24.00	26.00
von Schoppe, Edith A.	23.00	25.00
Carr, Margaret J.	1050.	1150.
LaPointe, Mary M.	1050.	1150.
McGillivuddy, James C.	1050.	1150.
Nawbome, Florence W.	25.00.	1450.
Sensick, Salome	1450.	1550.

Division of Business Operations

	From	To
Rea, Mary A. F.	\$23.00	\$25.00
Wilson, Florence E.	23.00	25.00
Cahill, Mary O'G.	24.00	26.00
O'Hara, William F.	25.00	27.00
Steinmann, Gertrude	27.00	29.00
Arnold, Lillian	29.00	31.00
Hanson, Alice E.	30.00	32.00
Mulloy, Harriet V.	30.00	32.00
Snickler, Margaret E.	30.00	32.00
Cannay, Louise G.	1450.	1550.
Green, Samuel	1350.	1450.

Director's Office

	From	To
Conlin, Elvira	\$1400.	\$1500.
DiGiamantonio, Eleanor	1300.	1400.
Edson, Gregory J.	1600.	1700.
Ewing, Kathleen	1400.	1500.
Haakma, Hope B.	1500.	1600.

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Circulation Division		Second Assistants		Reference Division	
From	To	From	To	From	To
Madden, Geraldine	\$ 26.00	\$ 28.00	Coleman, Beatrice	\$ 35.00	\$ 37.00
Lyon, Pauline	27.00	29.00	McGowan, William A.	35.00	37.00
Rodgers, Mary Blodgett	26.00	28.00	Reynolds, Mary A.	35.00	37.00
Nazzari, Cecilia	26.00	28.00			
O'Shary, Eleanor	27.00	29.00			
Ruggie, Mary	26.00	28.00			
Toby, Geraldine	26.00	28.00			
Chippendale, Grace	26.00	28.00			
Wadsworth, Helen	25.00	27.00			
Offutt, Ellen	26.00	28.00			
Small, Marjorie	25.00	27.00			
Morgan, Margaret A.	25.00	27.00			
Sagol, Leah Perlis	27.00	29.00			
Cohen, Pauline	25.00	27.00			
Seamell, Geraldine D.	25.00	27.00			
Lento, Louise	26.00	28.00			
Green, Evelyn	27.00	29.00			
Lama, Anna P.	26.00	28.00			
Kennedy, Marie	27.00	29.00			
Lynch, Emma	27.00	29.00			
Abbot, Marion	27.00	29.00			
Millmeister, Rebecca	27.00	29.00			
Holt, Madeline	26.00	28.00			
Golden, Mary	25.00	27.00			
White, Gladys R.	25.00	27.00			

Circulation Division		First Assistants Children's Librarians Etc.		Reference Division	
From	To	From	To	From	To
Boudreau, Elizabeth	\$ 29.00	\$ 31.00	Swift, Harriet E.	\$ 37.00	\$ 39.00
LaRocca, Julia	29.00	31.00	Barry, Elizabeth	37.00	39.00
McManus, Florence	28.00	30.00	Mahoney, Anna L.	37.00	39.00
Dunn, Agnes	28.00	30.00	MacFadden, Priscilla S.	32.00	34.00
Obermaier, Marjorie	29.00	31.00	Sullivan, Lorraine A.	37.00	39.00
Sather, Ruth C.	29.00	31.00	Emm, William J.	40.00	42.00
Kangille, Edna Coffin	29.00	31.00	Apfel, Richard G.	39.00	41.00
Nourse, Dorothy	29.00	31.00	Levy, Frederic J.	37.00	39.00
Jordan, Christina	27.00	29.00	Manning, Thomas J.	32.00	34.00
Gordon, Elizabeth	29.00	31.00	Shaw, Dorothy P.	32.00	34.00
Darling, Florence	28.00	30.00	Mulloney, William J.	39.00	41.00
Fisher, Beanie	28.00	30.00	Mathews, Harry W.	43.00	45.00
Lipin, Tami	26.00	28.00	McCarthy, Michael	42.00	44.00
Loughran, Gertrude	29.00	31.00	Merrill, Effie C.	40.00	42.00
Peterson, Ellen	29.00	31.00	Gibbs, Laura R.	38.00	40.00
Loughman, Catherine	29.00	31.00	Connelly, John J.	20.00	21.00
Day, Elinor	26.00	28.00			
Reid, Annie	29.00	31.00			
Hertz, Marion	28.00	30.00			
Tanck, Lucette	29.00	31.00			
Moran, Veronica	29.00	31.00			
Kernachan, Elizabeth	28.00	30.00			
Bowker, Mary McMahon	29.00	31.00			
Lowe, Marion	29.00	31.00			
Hill, Bradford	29.00	31.00			
Planted, Jessie	29.00	31.00			
Hackett, Mary	29.00	31.00			
Connelly, Anne	29.00	31.00			
Feldman, Dora	27.00	29.00			
Hayes, Ruth	27.00	29.00			
Kurland, Mildred W.	29.00	31.00			
Walker, Pauline	28.00	30.00			
MacIntire, Mayorie	27.00	29.00			
Wells, Rebecca C.	29.00	31.00			

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Division of Business Operations		From	To
Hayes, Christine E.		\$ 40.00	\$ 42.00
McKin, Timothy J.		39.00	41.00
Dixon, Robert H.		2150.	2250.

Director's Office		From	To
Brockmeyer, Elizabeth B.		\$ 2000.	\$ 2100.

Circulation Division		Branch Librarians, Department Heads Etc.		Reference Division	
From	To	From	To	From	To
Stevens, Alice T.	\$ 2150.	\$ 2250.	Rogers, A. Frances	\$ 2150.	\$ 2250.
McCarthy, Marion A.	37.	39.			
Hageworth, Ethel M.	34.	36.			
Tob, Mary	35.	37.			
Muldron, Katharine	2150.	2250.			
McShane, Elizabeth	2150.	2250.			
Calman, Margaret	2150.	2250.			
Sather, Katharine M.	2150.	2250.			
Rogan, Katherine	2150.	2250.			
Morrissey, Helen L.	2150.	2250.			
Rosa, Elizabeth	2150.	2250.			
Kingman, Marion C.	2150.	2250.			
Scott, Theodora B.	2150.	2250.			
Cornhill, Gertrude L.	2150.	2250.			
Annes, Mary E.	1950.	2050.			
Lyon, Sara	2150.	2250.			
Nichols, Mary U.	1850.	1950.			
Loughlin, Grace B.	1800.	1900.			
Nichols, Isobel	1950.	2050.			
Andelman, Ada Auerhoff	2150.	2250.			
Flanagan, Beatrice M.	2150.	2250.			
Smart, Pearl	2150.	2250.			
Reid, Margaret	1950.	2050.			
McGovern, Margaret	1800.	1900.			
Curley, Mary F.	2150.	2250.			
Flannery, Catherine	1850.	1950.			
Sullivan, Mary M.	2150.	2250.			
Reck, Edna J.	1700.	1800.			
Donovan, Annie M.	2150.	2250.			
Nicherson, Edith R.	1950.	2050.			
Coffin, M. Florence	2150.	2250.			
Marshall, Clara	2150.	2250.			
Kavin, Mary	1700.	1800.			
Maguire, Beatrice	2150.	2250.			
Goldstein, Fanny	2150.	2250.			
Matson, Geneva	2050.	2150.			

In order to make an increase in pay available to certain permanent employees, not forming part of the Graded Service of the Library and who have not reached the maximum for their positions, it was

Ordered: that dating from June 7, 1937, the pay of certain members of the staff be increased as follows:

Division of Business Operations		From	To
Day, Josephine E.	Telephone Operator	\$ 27.00	\$ 29.00
O'Keefe, Frances R.	Clerk	21.00	23.00
Tracy, Margaret E.	Clerk-Typist	23.00	25.00

May 21, 1937

Canton, Grace M.	Bookkeeper	\$ 27.00	\$ 29.00
Brown, Richard	Shipper's Assistant	26.00	28.00
Shuman, Victor A.	Shipper's Assistant	12.00	15.00
Zachros, Earle A.	Book Carrier	12.00	15.00
Murphy, Frederick L.	Laborer	22.00	24.00
Mealey, John J.	Bookcleaner and Laborer	27.00	29.00
Ryan, Helen M.	Clerk	25.00	27.00
Della Ruess, Michael A.	Apprentice	27.00	29.00

The Director presented his recommendations for additional changes in the basic pay of certain members of the staff as part of the program for the abolishment of the necessity of extra work evenings by members of the regular staff of the Library, and it was

Resolved: that, dating from June 4, 1937, the pay of certain members of the staff be increased as follows:

Reference Division

William J. Mulloney	\$ 3.00
Russell A. Scully	3.00
James S. Kennedy	3.00
Joseph A. Lynch	3.00
William H. McCarty	3.00
Effie C. Merrill	3.00
Abraham Snyder	3.00
Everett Teckburg	3.00
Kathleen Woodworth	1.50
Mary M. McDonough	1.00
Gerald Ball	3.00
Joseph A. Crowley	3.00
William J. Ennis	3.00
Michel Pappasakia	3.00
Frederic Seres	1.50
Max Anapolsky	1.50
Harriet Swift	3.00
Morris Rosenberg	1.00

Circulation Division

Ethel Hagewood	2.00
Mary Joy	1.00
Harry Andrievsky	2.50
Charles J. Gillis	3.00

Division of Business Operations

Josephine E. Day	3.00
Timothy J. Macklin	3.00
Richard Brown	2.00
Robert F. Dixon	3.00
Earle A. Zachros	1.50
Leonard J. Macmillan	2.50
William F. O'Hara	2.50

Director's Office

Francis G. Myers	1.50
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The Director further recommended the establishment of a minimum hourly rate of pay for part-time work of 30 cents per hour in place of the present rate of

May 21, 1937

25 cents per hour. It was

Resolved: that the minimum hourly rate of pay for part-time work be set at 30 cents per hour, dating from June 7, 1937.

The Director brought to the attention of the Board the problem of the designation of certain members of the staff, who, although in the service of the Library for extended periods, were listed as Probationary Assistants since they had never qualified for appointment to the Permanent Service. He stated that since only qualified individuals were now being allowed to enter the service of the Library this group of unqualified members of the staff would not increase, and he suggested that these individuals be given the more appropriate title of Unclassified Assistants. It was therefore

Resolved: that the following individuals be designated as Unclassified Assistants, dating from June 4, 1937:

Daley, Mrs. Annie J.	Kennedy, Mary E. J.
Day, Mrs. Gertrude	McCarthy, Mary A.
Folger, Mrs. Elizabeth	O'Brien, Helen M.
Heenan, Mrs. Ella	Petrie, Roy A.
Sullivan, Anna J.	Piley, Albert J.
Walker, Daniel	Ross, Frederick
Chipsman, Mary G.	Stanton, Martha M.
Foley, Ruth A.	Dufault, Roger L.
Hank, Thomas H.	Macmillan, Leonard J.
Kelly, James P.	Myers, Francis G.

The Director presented for the consideration of the Board a revised form of the proposed "Classification of Personnel, and Staff Examinations", stating that extended conferences had been held in study of the plan with division heads, supervisors, department heads, and branch librarians. He stated that he would next present the plan to members of the staff at large in group meetings, after which he would re-submit the plan to the Board for final adoption, with the expectation of putting the plan in operation as of January 1, 1938.

He stated that in connection with putting the plan into effect the following salary schedules were proposed for adoption for the Graded Service, subject to appropriation of the necessary funds by the Mayor and the City Council:

The Technical Library Service (Grades C & B)

Probationary Service (Grade C)

Probationary Assistant, beginning	\$20.00
Probationary Assistant, 1 st step	21.00
Probationary Assistant, 2 nd step	22.00
Probationary Assistant, 3 rd step	23.00
Probationary Assistant, 4 th step	24.00
Probationary Assistant, 5 th step	25.00

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Permanent Service (Grade B)

Assistant, beginning	25.00
Assistant, 1 st step	29.00
Assistant, 2 nd step	33.00
Assistant, 3 rd step	37.00
Second Assistant	41.00
First Assistant	45.00

The Professional Library Service (Grade A)Chiefs of Departments and Branch Librarians

Basic rate	\$26.10 (approximately \$50 per week)
Upper rate	31.30 (approximately \$60 per week)

Other Officers

Rate of remuneration to be determined for each case individually.

The names of Mrs. Gordon Abbott and Reverend John S. Keating, S. J. were added to those appointed to the Examining Committee of the Library for 1937.

Dissolved:

Elizabeth B. Brockmeyer
Clerk

June 11, 1937

Friday, June 11, 1937

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Burton, Krutstein, Lord, and Sedgwick.

The President, Mr. Sedgwick, in the chair.

The record of the regular meeting of May 21, 1937, as presented was approved, after certain changes had been made therein in correction of clerical errors, and to include the name of Michael McCarthy for an additional increment of \$1.00 per week, as of June 4, 1937, as part of the program for the abolition of the necessity for extra work evenings by regular members of the staff.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$4,123.45.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: an addition to the May 31st draft, for payment to the Rector of Trinity Church and chargeable to the income of the Benton Book Fund, in the amount of \$23,723.17; the June 30th

June 11, 1937

draft, chargeable to the General Appropriation in the amount of \$23,317.34, and to Trust Funds Income in the amount of \$3,008.27.

Circular Letter No. 6 from the Mayor's Office was read and ordered placed on file.

On recommendation of the Director it was

Voted: that there be granted to Mary J. McLaney, Sewer, leave of absence without loss of pay for six weeks dating from May 5, 1937, because of illness certified by her physician, and Miss McLaney having been in the service of the Library for thirty-five years.

and

Voted: that there be granted to Mary V. Doyle, Assistant, leave of absence without loss of pay for ten weeks dating from May 17, 1937, because of illness certified by her physician, and Miss Doyle having been in the service of the Library for twenty-one years.

The Director announced the resignations of Mrs. Esther F. Rose, Assistant, as of July 1, 1937, of Mrs. Alice M. Gray, Assistant, as of July 6, 1937, and of Mrs. Mary McMahon Bowker, Children's Librarian, as of July 8, 1937.

The Director brought to the attention of the Board the cases of certain individuals who by reason of having entered the service of the Library subsequent to the last meeting and prior to the establishment of the new \$20 minimum rate of pay effective June 4, 1937, were now receiving less than the \$20 minimum. On his recommendation it was

Voted: that the salary of Martha G. Finn, Probationary Stenographer, be increased from \$18.00 per week to \$20.00 per week, as of June 4, 1937.

and

Voted: that the salary of Anna M. Flynn, Probationary Assistant, be increased from \$15.60 per week to \$20.00 per week, as of June 4, 1937.

and

Voted: that the salary of Ann E. Devlin, chargeable to the Whitney Bibliographic Account, be increased from \$18.00 per week to \$20.00 per week, as of June 4, 1937.

The Director brought to the attention of the Board the matter of the designation of John H. Peardon, recommending that his present title of Chief of Information Department be changed to Chief of Open Shelf Department as a more adequate description of the activities under his direction. It was therefore

June 11, 1937.

Voted: that the title of John H. Beardon be changed from Chief of Information Department to Chief of Open Shelf Department.

The Director recommended the appointment of Rebecca E. Willis as Branch Librarian of the Jamaica Plain Branch Library in place of Katherine F. Albert, retired, stating that Miss Willis had been fulfilling the duties of branch librarian since the retirement of Miss Albert on August 31, 1936. It was therefore

Voted: that Rebecca E. Willis be appointed Branch Librarian, Jamaica Plain Branch Library, at a salary of \$1800 per annum, as of June 11, 1937.

The Director reported that as a result of considerable study of the problem of book selection it was his recommendation that there be appointed a Chief of Book Selection Department in the Circulation Division and a Chief of Book Selection Department in the Reference Division in place of a single individual serving as head of the Book Selection Department for the entire Library system. He stated that the collections of the two divisions were so totally different in character that their selection called for a different treatment and required quite different knowledge. On his recommendation it was

Voted: that Christine Hayes be appointed Chief of Book Selection Department in the Reference Division, the appointment to be put into effect as early as possible at the discretion of the Director.

and

Voted: that Edna G. Peck be appointed Chief of Book Selection Department in the Circulation Division, the appointment to be put into effect as early as possible at the discretion of the Director.

and, in order to fill the vacancy of Branch Librarian of the Phillips Brooks Branch Library caused by the appointment of its former librarian, Edna G. Peck, to the position of Chief of Book Selection Department in the Circulation Division, on recommendation of the Director, it was further

Voted: that Edith H. Bayley be appointed Branch Librarian, Phillips Brooks Branch Library, at a salary of \$1800 per annum, the appointment to be put into effect as early as possible at the discretion of the Director.

The Director reported to the Board that, subject to its approval, he wished to be absent from the Library for an extended period during

the months of July and August. He stated that in the past three years he had little vacation rest and now felt much in need of such. He stated further that he would of course be subject to call if needed at the Library and that during his absence the Library would be in charge of the Comptroller, Mr. James W. Kenney. The Board assented to the proposed plans of the Director.

The Director reported that the salary increases as voted at the last meeting were put into effect on June 4th, and that the proposal for the new Classification of Personnel and Staff Examination was presented to the members of the Library staff in printed form on that same date and shortly thereafter discussed by him with all the library workers of the staff in a series of four meetings held for that purpose. He stated that up to the present time the reaction of the staff had been favorable to the proposal, that objections raised were in relation to details rather than to fundamental purposes, and that written suggestions and recommendations had been requested of the staff.

The Director reported further in the matter of filling the vacancy in the position of Chief of Printing Department caused by the retirement of Francis W. Lee on May 31, 1937, stating that the Civil Service Commission had ruled that the examination held in 1930 in which Mr. William B. Gallsgher, a member of the Library Printing Department, was first on the list was no longer valid and that a new examination for the position would have to be held. After a discussion of the matter the Director was directed to request the Civil Service Commission to limit the examination to members of the Library Printing Department.

The Director again brought to the attention of the Board the request from the Boston Library Mechanics Club for additional vacation or sick leave allowance, presenting for the Board's consideration certain statistics showing the cost to the Library for those servicing the building for the period of one week. After a lengthy discussion of the matter it was agreed that among this group of workers each absence for illness should be treated on its individual merits and that no definite sick leave period should be set up.

The Director reported that on June 9 there had been received from a group of five bidders selected by the Library's architect, Mr. Edwards J. Gale, bids for certain exterior painting and painter's work at the Central Library building and Annex, and he recommended that the lowest bid be accepted, subject to the Mayor's approval. On motion of

June 11, 1937

Mr. Kirstein it was

Voted: that there be awarded to the M. L. McDonald Co., 167 W. Fifth Street, South Boston, the lowest bidder, the contract for certain exterior painting and painter's work at the Central Library Building, Copley Square, and Annex thereto on Blagden Street, in the amount of \$2,185.00, subject to the approval of the Mayor.

The Director stated that Mr. Arthur A. Shurcliff and Mr. William P. Long, Park Commissioner, had given very generously aid and advice in connection with the development of the courtyard of the Central Library building, and suggested that the formal thanks of the Board be extended to them in appreciation of their services. It was therefore

Voted: that there be expressed to Arthur A. Shurcliff the grateful appreciation of the Board for the aid and advice extended by him in connection with the development of the courtyard of the Central Library building.

and

Voted: that there be expressed to William P. Long the grateful appreciation of the Board for the aid and advice extended by him in connection with the development of the courtyard of the Central Library building.

The President reported that there had been held on June 7th the first meeting of the Examining Committee for 1937, that a large number had attended, and that the Committee seemed an interested and able one.

The Director reported that today he had had a conference with Mr. Stewart, of Stewart, Watts and Bollong, the firm of accountants engaged by the Trustees to make an audit and accounting of the Benton Funds, that Mr. Stewart had informed him that about 95% of the audit had been done, that the accounting was not begun as yet, but was a much faster piece of work, and that the firm hoped to have the audit and accounting completed about the middle of July.

On motion of Mr. Buxton the following enabling vote was taken

Voted: that during the summer months and until the next regular meeting the President, or Vice President, be and hereby is authorized to make and enter into contracts on behalf of the Trustees of the City of Boston.

The President stated that the Director and he were to confer with the Mayor on the coming Monday to discuss the problem of the repair of the West End Branch Library building, at which time they would request an appropriation

June 11, 1937

of approximately \$55,000 to cover the cost of the building's repair and the expense of renting temporary outside quarters in which to house the activities of the branch library.

It was agreed that the President should convey to His Honor the Mayor and to the City Council the appreciation of the Trustees for their respective actions in initiating and voting supplementary appropriations to effect general improvement in the salary levels in the Library.

Dissolved:

Elizabeth B. Brockamer
Clerk

Friday, September 24, 1937.

September 24, 1937

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Buxton, Hall, Kirstein, Lord, and Sedgwick.

The President, Mr. Sedgwick, in the chair.

The record of the regular meeting of June 11, 1937 as presented was approved.

Supply lists, authorized by a Trustee since the preceding meeting, were approved as follows: the June 25th list in the amount of \$9,746.11, the July 2nd list in the amount of \$2,224.94, the July 23rd list in the amount of \$2,212.79, the August 6th list in the amount of \$1,478.22, the August 20th list in the amount of \$1,051.42, the September 3rd list in the amount of \$4,343.44, and the September 17th list in the amount of \$1,622.63.

The following bills, having been approved by the Director or Clerk and a Trustee, were allowed and ordered paid:

the June 30th draft, chargeable to the General Appropriation in the amount of \$2,268.48, (Exp: 1:5, Rmk: 471.86, Fnd: 1930. Gld. 90.65, Lire 85.50, and to Trust Funds Income in the amount of \$118: 9: 5, Rmk: 822.55, Fnd: 2482.90, Gld. 53.15, Lire 757.50, Swiss Fnd: 8858.10;

the July 31st draft, chargeable to the General Appropriation in the amount of \$21,343.23, and to Trust Funds Income in the amount of \$3,537.69;

the August 31st draft, chargeable to the General Appropriation in the amount of \$416,270.83, to Trust Funds Income in the amount of \$2,837.38, and to Special Appropriation, Central Library Building, Fireproofing, Improvements, etc. in the amount of \$560.;

the September 30th draft, chargeable to the General Appropriation in the amount of \$13,223.77, to Trust Funds Income in the amount of \$2,631.35, and to Special Appropriation, Central Library Building, Fireproofing, Improvements, etc. in the amount of \$216.

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Circular Letters Nos. 7, 8, and 9 from the Mayor's Office were read and ordered placed on file.

The Director announced the deaths on June 18, 1937 of Maud M. Morse, Assistant, Retired; on July 27, 1937 of William G. T. Raffe, First Assistant, Retired; on September 14, 1937 of Emil L. Hoffman, Assistant, Retired; and on September 20, 1937 of Mrs. Ella M. Keenan, Unclassified Assistant.

The Director announced the resignations of Mary Brown Ryan, Assistant, as of June 4, 1937; Helen A. Griffin, Assistant, as of June 30, 1937; Nellie Burns, Cleaner, as of July 1, 1937; Hope Benjamin Haasma, Assistant, as of August 6, 1937; Carolyn Vassallo, Assistant, as of August 31, 1937; Natalie Nicholson, Assistant, as of September 10, 1937; and Marion Leonard, Assistant, as of October 7, 1937.

The Director recommended that there be appointed to the Permanent Service certain individuals in the Probationary Service who have fulfilled the necessary qualifications both as to examinations passed and probationary period served in the Library. It was

Ordered: that there be appointed as Assistants in the Permanent Service the following individuals:

Mildred R. Adelson, Assistant, at \$20.00 per week, as of September 24, 1937

Edward T. Casey, Assistant, at \$20.00 per week, as of September 24, 1937

Louisa M. Mataloff, Assistant, at \$20.00 per week, as of September 24, 1937

Madeline S. Mitchell, Assistant, at \$20.00 per week, as of September 24, 1937

Bessie E. Withamson, Assistant, at \$20.00 per week, as of September 24, 1937

Louisa Pomeroy, Assistant, at \$20.00 per week, as of September 24, 1937

Harriet E. Weatherbee, Assistant, at \$20.00 per week, as of September 24, 1937.

Roger DuFauett, Assistant, at \$20.00 per week, as of September 24, 1937

Louis Polichrook, Assistant, at \$20.00 per week, as of September 24, 1937.

The Director reported that for the period of June 4 to August 31, 1937 inclusive, Louis Polichrook had served on temporary appointment as a Probationary Assistant, for which period his rate of remuneration should have been increased from \$15.00 per week to \$20.00, since he had qualified for payment at the latter rate. It was therefore

Ordered: that the remuneration of Louis Polichrook, Probationary Assistant, be adjusted to be at the rate of \$20.00 instead of \$15.00 per

September 24, 1937

week for the period of June 4 to August 31, 1937, inclusive.

The Director presented to the Board his recommendations for certain promotions of members of the staff, and it was

Ordered: that there be appointed as Children's Librarians the following individuals:

- Sally Carrell, Children's Librarian, at \$28.00 per week, as of September 24, 1937
- Marguerite Donovan, Children's Librarian, at \$28.00 per week, as of September 24, 1937
- Mary L. Gilman, Children's Librarian, at \$28.00 per week, as of September 24, 1937
- Margaret McQuaney, Children's Librarian, at \$28.00 per week, as of September 24, 1937
- Pauline O'Melia, Children's Librarian, at \$28.00 per week,
- Sara J. Jansson, Children's Librarian, at \$28.00 per week, as of September 24, 1937
- Helen F. Moran, Children's Librarian, at \$29.00 per week, as of September 24, 1937
- Helen Sagoff, Children's Librarian, at \$29.00 per week, as of September 24, 1937
- Mary R. Traverser, Children's Librarian, at \$29.00 per week, as of September 24, 1937.

and

Ordered: that there be confirmed the appointment of Irene G. Hersey, as First Assistant at \$29.00 per week, as of June 11, 1937.

The Director announced the retirement of Katharine F. Muldoon, Branch Librarian, Allston Branch Library, as of August 31, 1937, for reasons of health. On his recommendation it was

Ordered: that there be given to Katharine F. Muldoon, former Branch Librarian, Allston Branch Library, retired as of August 31, 1937, the title of Branch Librarian, effective as of September 1, 1937.

The Director stated that the autumn meeting of the Massachusetts Library Association was to be held at the Springfield Public Library, Springfield, Massachusetts on October 21 and 22, 1937, and on his recommendation it was

Ordered: that there be granted without loss of pay the necessary time for attending the autumn meeting of the Massachusetts Library Association, to be held at Springfield on October 21 and 22, 1937, to those members of the library staff who are also members of the Massachusetts Library Association, provided that such absence can be arranged without detriment to the Library's service.

The Director reported that in accordance with the request of the Trustees the Civil Service Commission had agreed to limit the taking of the promotional examination for the position of Chief of

September 24, 1937

Printing Department to be members of the staff of the Library's Printing Department.

The President stated that he had received under date of June 13, 1937, a request from the Boston Library Club, Employees of the Boston Public Library that a committee of the Club be permitted to appear before a meeting of the Board to present a detailed appreciation of the proposed "Classification of Personnel" as submitted to the members of the library staff on June 1, 1937, and that he had acknowledged receipt of the communication with word that he would bring the Club's request to the attention of the Board. It was agreed that the Trustees would hear this committee at their meeting to be held on October 15, 1937, and that the Director should so inform the Club.

The Director reported that on June 7, 1937 there was passed by the City Council a supplementary appropriation for carrying on the City's Relief Projects, of which the Library Department was to receive the amount of \$40,000. for the carrying on of W.P.A. projects which it sponsors.

The Director presented a report prepared at the Board's request by the Library's engineers, J. R. Worcester and Company, on the condition of the tile roof of the Central Library building together with suggestions as to possible steps to be taken toward remedying the present condition whereby constant repair is necessary. It was agreed that this report should be considered at a subsequent meeting.

The Director stated that proposals, under public advertisement, for the painting of the exterior of the Central Library building had been received and publicly read on August 17, 1937, and he recommended that the proposal of the lowest bidder be accepted. It was therefore

Voted: that there be awarded to the M. L. McDonald Co., 167 N. Fifth Street, Sr. Boston, the lowest qualified bidder in the public bidding, the contract for certain painting and painting work at the Central Library Building, Copley Square, and Annex thereof on Blagden Street, Boston, Massachusetts, in the amount of \$2,750.00.

The Director stated also that on September 9, 1937 proposals, under public advertisement, for painting in certain branch libraries had been received and publicly read, and he recommended that the proposal of the lowest bidder be accepted. It was

Voted: that there be awarded to James I. Wingate & Son, 99 W. Canton St., Boston, the lowest qualified bidder in the public bidding, the contract for certain painting and painting work at the Brighton Branch Library, 40 Academy

September 24, 1937

Hill Road, Brighton; Charlestown Branch Library, 43 Monument Square, Charlestown; Winston Memorial Library Building, 20 City Hall Avenue, Boston; Mattapan Branch Library, 10 Hagley Street, Dorchester; West Roxbury Branch Library, 1961 Centre Street, West Roxbury, in the amount of \$1,787.00.

The Director brought to the attention of the Board the recent decision of the Supreme Court in the case of the City versus former City Treasurer Edmund L. Dolan in that it excluded trust funds of the Library from those upon which losses might be recovered by the City under the bond of the former City Treasurer. As a result of a conference with the Corporation Counsel he recommended that the Corporation Counsel be empowered to act for the Trustees in the matter of recovering losses from the Library's trust funds, and it was

Voted: that the Corporation Counsel of the City of Boston be and he hereby is requested to take such action on behalf of the Trustees of the Public Library of the City of Boston as he deems desirable for the protection of the interests of the Library in connection with the investment and reinvestment of the Library's funds by the former City Treasurer Edmund L. Dolan.

The Director presented to the Board an opinion received, under date of June 22, 1937, from the Corporation Counsel on the responsibility of the Trustees of the Public Library to direct the City Treasurer in investing funds to which they hold ^{the} title. Following a discussion of the Corporation Counsel's opinion it was agreed that the matter should be discussed further at a subsequent meeting of the Board.

The Director reported that the auditing and accounting of the Benton Funds was shortly to be completed, and that he expected to be able to present the report to the Board at its next meeting.

The Director was requested to proceed with the preparation of a book plate suitable for use in books purchased with the income of the Benton Book Fund.

The President reported that since the last meeting of the Board he and the Director had conferred with His Honor the Mayor relative to the pressing nature of the extensive repairs necessary upon the old West Church housing the West End Branch Library. Since no further word had been received from the Mayor, and since the West End Branch Library is having to carry on its activities in rented quarters inadequate as to size and at an expense not provided for in the Library's current budget, it was agreed

September 24, 1937

that the President should communicate with the Mayor in indication of the pressing need for action in the matter.

The Director reported that the survey of the Albert H. Wiggin Collection of Prints, undertaken by the Library at the suggestion of Mr. Wiggin, had been completed and that he would confer shortly with Mr. Wiggin as to any further action which should be taken in the matter by the Library.

Dissolved:

Elizabeth B. Brockmeyer

Clerk

October 15, 1937

In Board of Trustees
Friday, October 15, 1937

A regular meeting of the Corporation was held in the Trustees Room at 4:15 P.M.

Present: Messrs. Hall, Lord, and Sedgwick.

The record of the regular meeting of September 24, 1937 as presented was approved.

The supply list of October 1, 1937, authorized by the Vice President since the last meeting, was approved in the amount of \$6,334.39.

The Director was authorized to purchase supplies in the amount of \$1,817.90 in accordance with the supply list of October 15, 1937.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the October 31st draft, chargeable to the General Appropriation in the amount of \$16,017.91, and to Trust Funds Income in the amount of \$4,417.54, £282-13-4, Pmks 1362.61, French Tres 1765.75, Lire 739.00, Yld 62.95, and Belgas 400.00.

Circular Letter No. 10 from the Mayor's Office was read and ordered placed on file. In accordance with the requirement therein that budget estimates for the fiscal year 1938 be submitted by all departments of the city government by November 1st, 1937, it was agreed that the President should appoint a committee consisting of himself and another member of the Board to act with the Director in preparing and submitting the estimates for the Library.

The Director announced the death of Alice M. Wing, First Assistant Retired, on October 3, 1937.

The Director recommended that there be appointed to the Per-

manent Service certain individuals in the Probationary Service who have fulfilled the necessary qualifications both as to examinations passed and probationary period served in the Library. It was

Voted: that there be appointed as Assistants in the Permanent Service the following individuals:

Mary F. Oughlin, Assistant, at \$20.00 per week, as of October 15, 1937
Mona C. Engler, Assistant, at \$20.00 per week, as of October 15, 1937
Alice Shaffer, Assistant, at \$20.00 per week, as of October 15, 1937

The Director recommended that Frederick I. Murphy, Laborer, be promoted to the vacancy existing in the position of Elevator Attendant. He stated that the promotion had been authorized by the Civil Service Commission. It was therefore

Voted: that Frederick I. Murphy be appointed Elevator Attendant at \$28.00 per week, as of October 15, 1937.

Upon the recommendation of the Director, it was

Voted: that there be granted to Marion C. Kingman, Branch Librarian, Dorchester Branch Library, leave of absence without loss of pay for 8 weeks from September 9, 1937, because of illness certified by her physician, and Miss Kingman having been in the service of the Library for 15 years.

Voted: that there be granted to Mary S. J. McElman, Assistant, leave of absence without loss of pay for 7 weeks from September 14, 1937, because of illness certified by her physician, and Miss McElman having been in the service of the Library for 10 years.

The Director brought to the attention of the Board certain inconsistencies existing in the rate of remuneration of janitors, pointing out that of the twenty-two in the service of the Library all but three are paid at the rate of \$33.00 per week. Of these three, he indicated, two are paid at an hourly rate of \$4.00 and one at a weekly rate of \$25.00. He recommended that since all three have given satisfactory service and are needed for regular full-time duty the three janitors in question be appointed as janitors in the regular service of the Library at the same rate of pay prevailing for all other janitors. It was therefore

Voted: that John A. Lynch be appointed Janitor, at \$33.00 per week, as of October 15, 1937, subject to the approval of the Civil Service Commission.

October 15, 1937

Voted: that Frederick J. Shrenberger be appointed Janitor, at \$33.00 per week, as of October 15, 1937, subject to the approval of the Civil Service Commission.

The Director announced that income had been received from The Children's Fund for the period of January 1 to June 30, 1937 in the amount of \$1870.61, that according to the provisions of the will of the late Josiah H. Benton this amount was payable to the Rector of Trinity Church. It was therefore

Voted: that there be paid to Arthur Lee Kingslow, as he is Rector of Trinity Church in the City of Boston, the sum of \$1870.61, income for the period of January 1, to June 30, 1937 on The Children's Fund, given to the library under the 11th clause of the will of Josiah H. Benton; as required by the 12th clause of said will.

The Director brought to the attention of the Board a request from Messrs. Snyder and Drucker, agents for the owners of the Orient Heights building in which the Orient Heights Branch Library is located, that the amount payable for rental of these quarters, reduced from \$2400 to \$2100 per year on November 1, 1933 at the request of the Library, be restored to the original figure of \$2400 per year. He stated that this building had been originally erected for the express use of the Library, that the agents had been at all times cooperative and helpful, and that the Library's investigation of the situation had indicated that the present request seemed to be fair and justified by existing circumstances. The Director was therefore authorized to accede to the request of Messrs. Snyder and Drucker that the amount of rental for the quarters in question be restored to the original rate of \$2400 per year, as of January 1, 1938.

The Director reported that on October 4, 1937 the Mayor had recommended to the City Council, and the City Council had authorized, a transfer in the amount of \$3,500. from the appropriation made to the Library Department for relief projects to the appropriation for the Public Works Department for relief projects.

The President reported that in accordance with the request of the Board at its last meeting he had communicated immediately thereafter, on September 27th, with His Honor the Mayor in indication of the pressing need for action in the matter of the extensive repairs necessary upon the Old West Church building housing the West End Branch Library. He stated further that, no word having been received in reply, he had once again written to the Mayor on October 7th but that no reply had been forth-

October 15, 1937

coming to date. In view of the urgency of the situation the Board requested the President to present to the Mayor in a further personal conference the concern of the Trustees over the situation and the pressing need for acting to relieve the existing difficulties.

The Director presented to the Board the final report which had been submitted by Messrs. Stewart, Watts and Bollong, Public Accountants and Auditors, upon their work in carrying through an auditing and accounting of the Benton Funds. Detailed consideration of the report was put over to the next meeting of the Board. It was

Voted: that Melton E. Lord, Director and Librarian of the Public Library of the City of Boston be and he hereby is authorized and directed to request the City Treasurer to pay to Messrs. Stewart, Watts and Bollong, Public Accountants and Auditors, 50 State Street, Boston, the sum of Twenty-five hundred dollars (\$2500.) in payment for services rendered in carrying through an auditing and accounting of the Benton Book Fund and the Benton Building Fund for the period from February 6, 1917 to September 20, 1937, the same to be charged against the income payable from the Benton Book Fund in the proportion of six tenths (6/10) against the amount payable to the Trustees of the Public Library of the City of Boston and four tenths (4/10) against the amount payable to the Rector of Trinity Church.

In accordance with the decision of the Board at its last meeting, further consideration was given to the opinion which had been rendered by the Corporation Council of the City of Boston on the responsibility of the Trustees of the Public Library to direct the City Treasurer in investing and re-investing funds to which the Trustees hold title. Mr. Hall stated that he had conferred personally with the Corporation Council in the matter, following which the Corporation Council had affirmed his opinion as previously rendered. After discussion of the procedure to be followed by the Board in fulfilling its responsibilities in this respect, it was agreed that a Finance Committee should be appointed for the purpose of examining and reporting to the Board upon all questions of investment and re-investment of the funds to which the Trustees hold title. The President appointed Messrs. Hall, Kirostein, and Sedgwick to serve as a Finance Committee until the next annual meeting of the Board.

The Director reported briefly upon the highly unsatisfactory personnel situation existing at the Roxbury Crossing Branch Library. It was agreed that this should be considered further at the next meeting of the Board when more time would be available for a careful examination of the situation.

October 15, 1937

The Director reported that his recommendation was ready for the appointment of a Branch Librarian for the Allston Branch Library, vice Katherine F. Muldoon, retired as of August 31, 1937. It was agreed that the recommendation of the Director should be presented to the next meeting of the Board.

In accordance with the decision of the Board at its last meeting, a committee of the Boston Library Club, Employees of the Boston Public Library appeared before the Board to present several suggestions in connection with the development of the Classification of Personnel and the Staff Examinations proposed for the Library. The committee was composed of Abraham H. Kalish, Sarah E. Walsh, Clara Chopas, Bessie L. Doherty, Patrick Murtagh, and Maurice Sagoff. Following its presentation the committee agreed to furnish to the Board a statement of its several suggestions in the form of a revised brief. The President stated on behalf of the Board that careful consideration would be given to all of the points raised by the committee.

It was agreed that the next meeting of the Board would be held on Friday, October 29th.

Resolved:

Clerk pro tem

October 29, 1937

Friday, October 29, 1937.

A regular meeting of the Corporation was held in the Trustees Room at 4:15 P.M.

Present: Messrs. Buxton, Kristein, Lord, and Sedgwick.

The President, Mr. Sedgwick, in the chair.

The record of the regular meeting of October 15, 1937 as presented was approved after certain changes had been made therein.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: to the October 31st draft, chargeable to the General Appropriation in the amount of \$345.34 and to the Special Appropriation, Central Library Building, Fireproofing, Improvements, etc. in the amount of \$1901.20; to the November 30th draft, chargeable to the General Appropriation in the amount of \$697.57.

The Director brought to the attention of the Board the cases of two members of the staff who by reason of illness are in need of financial assistance, and, on his recommendation, it was

October 29, 1937

Voted: that there be paid to Catherine E. Hannon, Sewer, the sum of \$50 from the income of the Alice Lincoln Whitney Fund.

Voted: that there be paid to Lillian Matzkin, Assistant, the sum of \$40 from the income of the Alice Lincoln Whitney Fund.

The Director announced the retirement of Frederic Serex, Assistant, in charge, Newspaper Department, as of October 31, 1937, after forty-two years of service in the Library.

The Director announced that on October 31, 1937 there would end for city employees the five day working week, which had been in effect during the summer and had been continued through October 31 by order of the Mayor.

The Director brought to the attention of the Board the question of the eventual action to be taken in dealing with the cases of the so-called Un-classified Assistants, a group of approximately fifteen individuals in the Library service who over a period of years have failed to meet the requirements for entrance into the Graded Service. He stated that these individuals had been notified that they could not be carried indefinitely in the library service without meeting the entrance requirements for appointment to the Permanent Service and that within the next year they would be expected to qualify through passing the requisite Entrance Examinations for the Graded Service on some one of the four occasions on which these would be offered. Following a discussion of the problem, it was agreed that the Director should present to the next meeting of the Board the complete service records of these individuals.

The Director brought to the attention of the Board the requests of Mr. William F. Lavin, Superintendent of Buildings, and Miss Edith Zuerrier, Supervisor of Branch Libraries, that their respective salaries be increased. Following a discussion of the matter, action of these requests was deferred to be considered together with other possible salary increases to be included in the budget estimates of the Library Department for 1938.

The Director reported upon certain highly unsatisfactory personnel conditions existing at the Roxbury Crossing Branch Library. It was agreed that he should take steps to have the implications of the situation clearly understood by the individual concerned and should thereafter confer with the Board as to the subsequent steps to be taken to resolve the unsatisfactory situation.

October 29, 1937

The Director presented an order received from the City Council requesting the establishment of a branch library in the Forest Hills Section of the city. The Director was requested to reply, expressing regret for the Trustees that they are not in possession of funds to extend the present plant of the Library.

for 1938) The Director presented the budget estimates for the Library Department for 1938. It was agreed that the estimates should be submitted to the Budget Commissioner on November 1st with the exception of the item for Personal Service, submission of which should be deferred pending further consideration by the Board.

The Director reported that His Honor the Mayor had requested the Superintendent of Public Buildings to make an examination of the need for repairs upon the West End Branch Library building and that the latter had given an estimate of the cost of repair in the amount of \$60,000. The Director reported further that on October 28th he and the Comptroller of the Library had had a conference with the City Auditor on the matter of securing the necessary funds for carrying on the work; that as a result of this conference two possible methods of caring for the matter were suggested, the first being to include in the Library's budget estimates for 1938 a special item for the purpose in the sum of \$60,000, and the second to arrange a W.P.A. project for the repair of the building. He stated that the Superintendent of Public Buildings would draw up plans for use in case the latter suggestion should be carried through. The Director pointed out that in neither case would it be possible to occupy the Branch Library building for many months.

After extended discussion of the report rendered by Messrs. Stewart, Watts & Bollong upon their auditing and accounting of the Benton Funds, it was agreed that the President and the Director should confer with the Corporation Counsel of the City with the view of obtaining advice as to the action to be taken by the Trustees of the Public Library in the matter of the final accepting of the Benton Funds from the surviving Trustee under the will of Mr. Benton.

It was agreed that the next regular meeting of the Board should be held on Tuesday, November 9, 1937, at 3.30 p.m.

Dissolved.

Elizabeth B. Brockmeyer
Clerk

Tuesday, November 9, 1937

November 9, 1937

A regular meeting of the Corporation was held in the Trustees Room at 3.30 p.m.

Present: Messrs. Buxton, Kristein, Lord, and Sedgwick.

The President, Mr. Sedgwick, in the chair.

The record of the regular meeting of October 29, 1937 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$4,040.18.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the November 30th draft, chargeable to the General Appropriations in the amount of \$25,053.73, to Trust Funds Income in the amount of \$5,298.69, and to the Special Appropriation, Central Library Building, Fireproofing, Improvements, etc. in the amount of \$966.00.

The Director reported that on September 13, 1937, there had been authorized by the City Council a transfer in the amount of \$7,750 from the appropriation made to the Library Department for relief projects to the appropriations made to several other city departments for the same purpose.

The Director reported that the Examining Committee for 1937 has been carrying through its visits to departments and branch libraries and holding its sub-committee meetings, that on next Monday, November 15th, the chairmen of the several sub-committees were to meet to draw up the draft report for the whole committee, and that on the following Monday, November 22nd, the entire committee was to meet to consider and adopt the final report to be rendered to the Trustees by the Examining Committee. It was agreed that the President should extend an invitation to the Mayor-Elect, the Honorable Maurice J. Tobin, to be present at this final meeting in the belief that it would be of interest to him to acquaint himself in this manner with the activities and problems of the Library.

The Director announced that there had been received from William Filene's Sons Company a gift of a replica of the Shrine of the Constitution, as housed in the Library of Congress in Washington, which it was planned to use first for exhibition purposes in the Library and later to place in a History Department when such should be developed. On motion duly made and seconded it was

November 9, 1937

Voted: that the Trustees accept the gift to the Library by William F. Lewis Sons Company of a replica of the Shrine of the Constitution, as housed in the Library of Congress in Washington, and desire to express their deep appreciation for this generous gift.

The Director was requested to write William F. Lewis Sons Company on behalf of the Board in appreciation of their generous gift.

The Director brought to the attention of the Board a suggestion made last spring by Mr. A. Lawrence Lowell that the lectures of the Lowell Institute be given in the Lecture Hall of the Boston Public Library. The Director stated that as a result of a recent conference with Mr. Lowell, if agreeable to the Trustees, arrangements would be carried through for holding the lectures of the Lowell Institute in the Central Library building beginning with the autumn of 1938. Following a general discussion of the matter it was agreed that the Director should proceed with the arrangements for holding these lectures in the Library.

The Director brought to the attention of the Board for its consideration the matter of the eventual status of certain members of the staff who have failed to qualify for appointment to the Permanent Service by reason of not passing the Entrance Examinations for the Graded Service and who are therefore at present designated as Unclassified Assistants. He stated that of the seventeen such individuals on the staff three were of an age beyond which they could be expected to qualify by taking examinations, but that for the other fourteen individuals there was no adequate justification for the indefinite continuance of their services in view of the Library's insistence that all individuals must have qualified through passing the Entrance Examinations before they may be employed in the Library. The Director stated further that in a letter to each of these fourteen individuals, under date of May 28, 1937, he had called to the attention of each the necessity for his passing the Entrance Examinations within the following thirteen months, a period embracing four opportunities for taking the examinations. It was agreed that the Director should call to the attention of each of these individuals in writing the fact that the matter had been brought to the attention of the Trustees and that each individual was expected to comply with the requirements for appointment to the Permanent Service within the prescribed period of thirteen months, if he wished to remain

November 9, 1937

in the service of the Library.

The Director reported that he had authorized John Haraszti, Keeper of Rare Books, to represent the Library at the auction of the library of the late Frederick Spiegelberg in New York City on November 3 and 4, 1937. He stated that he would have for presentation at the next meeting a report ^{the} on results of Mr. Haraszti's trip, together with a bill for the traveling expenses incurred by Mr. Haraszti in connection with the trip.

The Director recommended that William J. Boggan, recently employed as a Temporary Janitor in the absence for illness of one of the regular Janitors, and prior to his resignation from the library service in 1935 one of the Library's regular Janitors, be employed as a Janitor to fill the vacancy caused by the appointment of Frederick J. Murphy as Elevator Attendant in place of the late David G. F. Schromm. After consideration of the matter it was agreed that subject to authorization of the Civil Service Commission William J. Boggan be employed as a Janitor at the rate of \$33 per week.

The Director reported further in the matter of the unsatisfactory personnel situation at the Roxbury Crossing Branch Library, stating that, as directed by the Board at its last meeting, he had on November 5th held a conference with the individual responsible for the situation. The individual not having an adequate explanation to offer, the Director informed her that he had no alternative other than to report to the Trustees that there seemed to exist a general lack of competence on her part in the executive direction of the work of a branch library. She had thereupon requested that she be allowed an opportunity to present such data as should be pertinent in her defense; and subsequently a request had been made on her behalf that she be allowed to appear before the Trustees in defense of herself. It was agreed that the Director should communicate to her that the Board would be glad to have her present at its meeting any data which she might wish to offer in her own behalf.

The Director brought to the attention of the Board the vacancy existing in the position of Branch Librarian, Allston Branch Library, due to the retirement as of August 31, 1937, of Katherine F. Muldoon. He presented for the Board's consideration the names of all individuals qualified for appointment to the position. He recommended that M. Florence Cufflin, at present Branch Librarian, South Boston Branch

November 9, 1937.

Library, be transferred to the Allston Branch Library, that Mary A.C. Kavin, at present Branch Librarian at the Tyler Street Branch Library, be transferred to the South Boston Branch Library, and that there be appointed as Branch Librarian of the Tyler Street Branch Library Dorothy F. Nourse, now a First Assistant, serving at the Dorchester Branch Library. After a general discussion of the recommendations, it was

Voted: that Mr. Bruce Cufflin be appointed Branch Librarian, Allston Branch Library, without change in salary, as of November 26, 1937.

and

Voted: that Mary A.C. Kavin be appointed Branch Librarian, South Boston Branch Library, without change in salary, as of November 26, 1937.

and

Voted: that Dorothy F. Nourse be appointed Branch Librarian, Tyler Street Branch Library, at a salary of \$1800 per annum, as of November 26, 1937.

The Director presented to the Board the need for the use for library purposes of the space at present occupied by the Cloak Room on the ground floor of the Central Library building. The Director's suggestion that there be used for checking purposes between the months of October and April the back corridor space on the same floor, which is not in use as a corridor during the winter season, was approved.

The President reported that the Director and he had conferred on November 2nd with the Corporation Counsel relative to the action which should be taken by the Trustees in the matter of the allowance of the accountings of the Surviving Trustee under the will of the late Josiah H. Benton. He stated that the Corporation Counsel had expressed willingness to advise and to act for the Trustees, if so requested. It was therefore

Voted: that the Corporation Counsel of the City of Boston be requested to advise the Trustees and to represent their interests in the matter of the allowance by the Probate Court of the accountings of the Surviving Trustee under the will of the late Josiah H. Benton.

Consideration was given to certain matters brought to the attention of the Board at its meeting on October 15, 1937 by a committee representing the Benton Library Club, Employees of the Boston Public Library. The Director was requested to present to the Board data pertaining to these matters, with a view to further discussion of them at the next meeting.

Following a general discussion of the amount for the Personal Service item to be included in the Library's budget estimates for 1938,

November 9, 1937.

the President appointed a budget committee, consisting of himself, Mr. Buxton, and the Director, to consider and draw up the budget estimates for the Library Department for 1938.

Resolved:

Elizabeth B. Brockmeyer
Clerk.

Friday, November 19, 1937

November 19, 1937.

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p. m.

Present: Messrs Buxton, Hall, Lord, and Sedgwick.

The President, Mr Sedgwick, in the chair.

The record of the regular meeting of November 9, 1937 as presented was approved after making certain corrections therein.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$3,613.80.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the November 30th draft, chargeable to the General Appropriation in the amount of \$663.42 and \$5: 9: 0, to Trust Funds Income in the amount of \$80.75, £ 237:11:10, Bonds 1391.15, Gld. 56.20, and Lire 1069.65.

The Director brought to the attention of the Board further developments in the matter of the unsatisfactory personnel situation existing at the Rosbury Crossing Branch Library. He stated that the individual responsible for the situation had expressed through counsel a wish to be heard by the Trustees, but that her counsel had also advised her not to appear before the Board unless accompanied by him. The Director was requested to notify her counsel that it declined to reconsider its decision to hear her only on a personal basis, with only herself appearing. He was requested also to state to the individual in question that the Board would be glad to hear her on the above basis and to inquire whether she wished to be heard.

The Director brought to the attention of the Board the matter of the prolonged absence by reason of illness of Pearl B. Smart, Branch Librarian, Mt Bowdoin Branch Library, stating that she had been continuous

November 19, 1937

ly absent since February 11, 1937, and was not now in sufficiently good health to resume work. In view of the present policy of the Board in that positions of members of the staff may not be held open during prolonged absences, but that every consideration be extended to such individuals in the matter of later reemployment, it was agreed that Miss Smart be continued on the Library's rolls until January 1, 1938, at which time, should she not have returned to duty, definite action be taken toward filling the position of Branch Librarian of the Mt. Bowdoin Branch Library.

The Director presented to the Board a communication received by him under date of November 16, 1937, from the Business Branch Librarian, Mrs Mary Watkins Dietrichson, in protest against the requirement that Miss Mary A. McElrath, Unclassified Assistant, assigned to the Business Branch, must meet by June 1938 the examination requirements for entrance into the Graded Service if she wishes to continue in the service of the Library. It was agreed that no exception to the Library's policy in the matter of the treatment of Unclassified Assistants should be made in the case of Miss McElrath.

The Director presented a letter, under date of November 9, 1937, received from William F. A. Graham as counsel for the Boston Library Mechanics Club in the matter of its request for additional vacation and sick leave. The Director stated that he had subsequently conferred with the President of the Club, Mr Alexander McGeer, pointing out to Mr McGeer that if the Club wished again to raise the question of additional vacation and sick leave the proper procedure was to appeal to the Trustees, that the Director would be glad to transmit such a request to the Trustees, but that he could not deal with members of the staff through an attorney. The Director stated that the President of the Club had later informed him that a communication in further presentation of the matter would shortly be submitted for presentation to the Trustees.

The Director reported further in connection with this matter that last September he had requested of the Corporation Counsel an opinion as to the legal requirements in the granting of vacation and sick leave, and that this opinion would shortly be submitted to the Board.

The Director reported that at his direction Joltan Haraszti, Keeper of Rare Books, had represented the Library at the auction sale of the books of the late Frederick Spiegelberg in New York on November 3 and 4, 1937, at which

November 19, 1937

time a number of interesting items had been acquired for the Library's collections. He recommended that Mr Haraszti's expenses in connection with the trip be paid by the Library. It was therefore

Voted: that there be paid to Joltan Haraszti, Keeper of Rare Books, the sum of \$34.50, for traveling expenses incurred by him in connection with the examination and purchase of certain items at the auction of the library of the late Frederick Spiegelberg in New York on November 3 and 4, 1937.

The Director reported that he had requested the Library's engineers, J. R. Worcester and Company, and the Building Commissioner to make an examination to determine what action may be necessary to safeguard the Central Library building from possible ill effects upon the level of the ground water as a result of the excavations being made for the construction of the new Huntington Avenue subway, and that he would have a further report in the matter to present at a later meeting of the Board.

The Director reported to the Board that the Midwinter Meeting of the American Library Association was to be held in Chicago on December 27-30, 1937. It was therefore

Voted: that the Director be requested to represent the Library at the midwinter meeting of the American Library Association to be held at Chicago from December 27 to 30, 1937, his expenses to be paid by the Library.

The Director again brought to the attention of the Board the matter of the use of constables in the library system, stating that there were remaining on duty in the Library, but on the payroll of the Public Works Department, five constables, individuals not in any way subject to the control of the library authorities. Following a general discussion of the problem it was agreed that the Director should arrange to have the aforesaid five constables returned to active duty in the Public Works Department.

The Director stated that, in accordance with the vote of the Board at its last meeting, he had requested the Corporation Counsel of the City of Boston to represent the Trustees' interests in the matter of the allowance of the accounts of Arthur F. Clarke, Surviving Trustee under the will of Josiah H. Benton, but that to date no report in the matter had been rendered by the Corporation Counsel.

The Director stated that he expected to be able to present at the next meeting of the Board certain data relative to questions raised by the Boston Library Club at its hearing before the Trustees on October 15, 1937.

November 19, 1937

The Director reported further in the matter of the filling of the position of Chief of the Printing Department, stating that there had been received from the Civil Service Commission a list containing the names of two individuals certified for the position, the first being that of William B. Gallagher. He recommended that Mr. Gallagher be appointed to the position. It was therefore

Voted: that William B. Gallagher be appointed Chief of Printing Department at a salary of \$2,600 per annum, as of November 19, 1937.

Dissolved:

Elizabeth B. Brockmire
Clerk

December 3, 1937

Friday, December 3, 1937

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Buxton, Kristein, and Sedgwick.

The President, Mr. Sedgwick, in the chair.

The record of the regular meeting of November 19, 1937 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$2,672.53.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the November 30th draft, chargeable to the General Appropriation in the sum of \$2,375.39, to Special Appropriation, Central Library Building, Fireproofing, Improvements, etc. in the sum of \$105.60; the December 31st draft, chargeable to the General Appropriation in the sum of \$2,037.09.

On recommendation of the Director it was

Voted: that the following individuals, who have satisfactorily passed the Entrance Examinations for the Graded Service and who have completed satisfactorily six months as Probationary Assistants, be appointed to the Permanent Service.

Vera D. Calbury
Anna M. Flynn

The Director announced the retirement of Joseph A. Mason, Assistant, after forty-five years in the service of the Library.

The Director brought to the attention of the Board the fact that, due to

December 3, 1937

the vacancy existing in the position of Assistant in Charge of the Newspaper Department through the retirement of Mr. Seres on last October 31, it was now finally possible to carry through the merging of the Newspaper and Periodical Departments, as had previously been recommended to the Board. On the basis of the merging of the aforesaid departments he presented for the Board's consideration the names of all individuals qualified for appointment to the position of Chief of the Periodical and Newspaper Department. He recommended that Miss Loraine A. Sullivan, Executive Assistant in the Science and Technology Department, be given first consideration, and that, should Miss Sullivan prefer to remain in the field of her present work, Mrs. Elizabeth L. Wright, Assistant in Bates Hall Reference Department, then be considered for the position. Following a discussion of the qualifications of the several candidates it was

Voted: that Loraine A. Sullivan be appointed Chief of the Periodical and Newspaper Department, at a salary of \$2,350 per annum, the appointment to be put into effect as early as possible at the discretion of the Director.

The Director reported further in the matter of the unsatisfactory personnel situation at the Roxbury Crossing Branch Library. He stated that the individual particularly in question had insisted on being heard by the Trustees with counsel accompanying her. He stated also that he had had an opinion from the Corporation Counsel of the City of Boston to the effect that the individual in question is not entitled either personally or through counsel, as a matter of right, to be heard or to appear before the Trustees. The Board directed the Director to communicate to her that the Trustees wished to extend to her one more opportunity to appear before them, on a personal basis with only herself appearing, since they have no wish to appear to act hastily or unjustly to one so long in the service of the Library; but that if she does not take advantage of this final opportunity they will have no alternative than to proceed forthwith to resolve the situation in accordance with the public interest.

The Director reported that since the last meeting of the Board he had conferred with representatives of the Boston Library Mechanics Club relative to their recent action in engaging an attorney to act as their representative in dealing with the Director in the matter of the refusal of the Trustees to grant additional vacation or sick leave allowance to workers in the mechanical service, at which time he had reiterated that he could not deal with members of the ^{Library} staff through an attorney. He stated that the representatives of the Club had expressed

December 3, 1937

the belief that perhaps the Director and the Trustees at the time of the aforesaid refusal of the Club's request did not have before them all the data relative to the cost of such additional vacation and sick leave allowance. The Director reported that he had informed the representatives of the Club that he would be glad to consider any further data which they might care to submit in support of the Club's request.

The Director announced that of four firms asked to submit bids for the Library's subscriptions to domestic periodicals for the year 1938 the Herman Goldberger Agency alone had submitted a bid, that this agency had satisfactorily cared for the Library's subscriptions to these periodicals over a period of years, and that the business was, therefore, being awarded to this agency in the amount of \$5,100.85.

The Director reported that the Library would close its books for the year with a balance of approximately \$16,000 in the account for Relief Projects (H), an account which can be used for no other purpose, and that in the Personal Service account (A) there would be approximately a balance of \$7,000. It was agreed that the President should request of the Mayor permission to transfer the balance in the Personal Service account (A) to the account for the purchase of books (C).

The Director reported that, in the matter of the filing of the accounts of the Executor of the Estate of Josiah H. Benton, there had now been filed with the Court the accounts of the Fisher Trust from 1917 to date, and the accounts of the Benton Funds from 1917 through 1936, there thus remaining only the account for 1937 to be filed. He reported further that counsel for the Executor of the Benton Estate had agreed to mark up on the Court calendar for the week of December 20, 1937 the hearing on the allowance of the said accounts.

The Director reported that the use of colored covers on the Library's publication "More Books" was to be resumed with the January 1938 issue.

It was agreed that the next regular meeting of the Board should be held on Tuesday, December 14, at 4:15 p. m., at which time the Board should devote its attention primarily to the consideration of the report of the Examining Committee for 1937 and to the consideration of the position which the Board should take relative to the various points raised by the Boston Library Club, Employees of the Boston Public Library through its representatives at the meeting of the Board held on October

December 3, 1937

15, 1937.

Dissolved:

Elizabeth B Brockmeyer
Clerk

Tuesday, December 14, 1937

December 14, 1937.

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p. m.

Present: Messrs Burton, Hall, Kristein, Lord, and Sedgwick.
The President, Mr Sedgwick, in the chair.

The record of the regular meeting of December 3, 1937 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$4,439.84.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the December 31st draft, chargeable to the General Appropriation in the amount of \$22,990.80 and to Trust Funds Income in the amount of \$6,029.76.

The Director reported that, in accordance with the instructions of the Board at its last meeting, he had notified Miss Edith R. Nickerson, Branch Librarian of the Roxbury Crossing Branch Library, that the Trustees would be glad to hear her, on a personal basis with only herself appearing, if she wished to make a presentation in her own behalf relative to the unsatisfactory conditions existing at the Roxbury Crossing Branch Library. Miss Nickerson having expressed a desire to be heard, she then appeared and made a personal presentation in her own behalf. The Board thereafter reviewed the case in all of its aspects. It being the sense of the Board that the unsatisfactory situation at the Roxbury Crossing Branch Library could not in the public interest be allowed to continue, it was therefore

Voted: that Edith R. Nickerson be and she hereby is removed from the position of Branch Librarian of the Roxbury Crossing Branch Library as of the close of business on December 14, 1937.

In view of Miss Nickerson's long service in the library, the Director recommended that she be given an opportunity to continue in the library service

December 14, 1937

as a general assistant without change in salary. It was therefore

Voted: that Edith R. Nickerson be and she hereby is appointed Assistant in the Permanent Service, at a salary of \$2050 per annum, as of December 15, 1937.

On recommendation of the Director it was

Voted: that the following individuals, who have satisfactorily passed the Entrance Examinations for the Graded Service and who have completed satisfactorily six months as Probationary Assistants, be appointed to the Permanent Service:

Mary J. Bean
Carl Carlson
Jeanne Curlop
Anne E. Devlin
William J. Earley
Henry J. Garland
Charles H. McLean

The Director brought to the attention of the Board the case of a member of the staff who, by reason of illness, is in need of financial aid and on his recommendation it was

Voted: that there be paid to Jerome J. Sullivan, Junior, the sum of \$66.00 from the Income of the Alice Lincoln Whitney Fund.

The Director reported that in conformance with the vote of the Board at its last meeting the position of Chief of the Periodical and Newspaper Department had been offered to Miss Loraine Sullivan, Executive Assistant, and that Miss Sullivan had refused the position, preferring to remain in the field of her present work. He therefore recommended that the position be offered to Mrs. Elizabeth L. Wright, Assistant in Bates Hall Reference Department, and the second choice of all available candidates for the position. It was therefore

Voted: that Elizabeth L. Wright be appointed Chief of the Periodical and Newspaper Department, at a salary of \$2050 per annum, the appointment to be put into effect as early as possible at the discretion of the Director.

The Director stated that the appointment of a Chief of Book Selection Department in the Circulation Division and a Chief of Book Selection in the Reference Division, as voted at the meeting of the Board on June 11, 1937, had not been put into effect due to the lack of available quarters in which to set up the reorganization of the book selection activities. He stated that as space was now being arranged for these departments it would be possible to proceed with the appointments. It was therefore

December 14, 1944

Voted: that Elizabeth L. Wright be appointed Chief of the Periodical and Newspaper Department, at a salary of \$2050 per annum, the appointment to be put into effect as early as possible at the discretion of the Director.

The Director stated that the appointment of a Chief of Book Selection Department in the Circulation Division and a Chief of Book Selection in the Reference Division, as voted at the meeting of the Board on June 11, 1937, had not been put into effect due to the lack of available quarters in which to set up the reorganization of the book selection activities. He stated that as space was now being arranged for these departments it would be possible to proceed with the appointments. It was therefore

Voted: to confirm the appointment of Edna G. Peck as Chief of Book Selection Department in the Circulation Division, at a salary of \$1950 per annum, as of December 31, 1937.

and

Voted: to confirm the appointment of Christine Hayes as Chief of Book Selection Department in the Reference Division, at a salary of \$2350 per annum, as of December 31, 1937.

The Director reported that there existed a vacancy in the position of First Assistant in the Dorchester Branch Library due to the promotion of the former First Assistant to the position of Branch Librarian. After consideration of the several candidates qualified for the position, and upon the recommendation of the Director, it was

Voted: that Muriel E. Cann be appointed to the position of First Assistant, the appointment to be put into effect as early as possible at the discretion of the Director.

The Director reported that at his direction Zoltan Karaszti, Keeper of Rare Books, had represented the Library at the auction sale of the books of the late Joseph B. Shea in New York City on December 1 and 2, 1937, at which time a number of interesting items had been acquired for the Library's collections. He recommended that Mr. Karaszti's expenses in connection with the trip be paid by the Library. It was therefore

Voted: that there be paid to Zoltan Karaszti, Keeper of Rare Books, the sum of \$35.87, for traveling expenses incurred by him in connection with the examination and purchase of certain items at the auction of the library of the late Joseph B. Shea in New York City on December 1 and 2, 1937.

December 14, 1937

The Director announced that on December 1, 1937 proposals for the transportation of books and other material between the central library and the branch libraries had been opened and read, that of three bids submitted the lowest, in the amount of \$6839.12, was submitted by Walter L. Liberty, an individual not resident or having business offices in Boston, and upon investigation found to be without present equipment to carry on the work. The Director reported further that the other two proposals were in the same amount, namely, \$135 per week, and were submitted by A. J. McCabe, the present holder of the contract, and by Kent A. Truck Co., a former holder of the contract. After discussion it was agreed that the proposal of the present holder of the contract should be accepted and that the President should request of the Mayor permission to award the contract to the second lowest bidder. It was therefore

Voted: that the contract for the transportation of books and other material between the central library and branch libraries for 1938, in the sum of \$135 per week, be awarded to A. J. McCabe, 70 Cedar Street, South Boston, one of the two second lowest bidders in the public advertising, and the holder of the contract for the present year.

The Director brought to the attention of the Board certain requests presented by representatives of the Boston Library Club, Employees of the Boston Public Library at the meeting of the Board on October 15, 1937. After a lengthy discussion of the various points raised in the aforesaid requests, the Director was asked to draw up for the consideration of the Trustees a reply embodying the position of the Board in relation to the several suggestions of the Club.

The Board then went into executive session.

Dissolved:

Elizabeth B. Brockmeyer
Clerk

January 7, 1938

Friday, January 7, 1938

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p. m.

Present: Messrs. Buxton, Hall, and Lord.

The Vice President, Mr. Hall, in the chair.

The record of the regular meeting of December 14, 1937 as presented

January 7, 1938

was approved after certain changes had been made therein.

The supply list of December 31, 1937, authorized by the President since the last meeting, was approved in the amount of \$5,164.44.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$2,285.38.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the December 31st Draft, chargeable to the General Appropriation in the amount of \$1,040.67 and a Special Draft chargeable to Trust Funds Income in the amount of \$66.00; the December 31st Supplementary Draft, chargeable to the General Appropriation in the amount of \$2,197.35 and \$5:0:0, to Trust Funds Income in the amount of \$1,888.58, \$183:17:11, Rmks. 1836.54, Line 498.80, Fees 6450.75, Gld. 207.15, S. Fees 165.40, chargeable to the Special Appropriation, Central Library Building, Fireproofing, Improvements, etc. in the amount of \$2,836.57, chargeable to the H. C. Bentley gift in the amount of \$5.43; and the January 31st Draft, chargeable to the General Appropriation in the amount of \$1,048.96.

The Director announced the death of Jerome J. Sullivan, Junior, on December 28, 1937.

On recommendation of the Director it was

Voted: that there be granted to Laimi E. Lilja, Children's Librarian, leave of absence without loss of pay for 5 weeks dating from November 26, 1937, because of illness certified by her physician; and Miss Lilja having been in the service of the Library for 12 years.

The Director brought to the attention of the Board the cases of two members of the staff, who, by reason of illness, are in need of financial aid, and on his recommendation it was

Voted: that there be paid to Herbert S. Smith, Assistant, the sum of \$44.00 from the income of the Alice Lincoln Whitney Fund.

and

Voted: that there be paid to Annie M. Downey, Cleaner, the sum of \$36.00 from the income of the Alice Lincoln Whitney Fund.

On recommendation of the Director it was

Voted: that the following individuals, who have satisfactorily passed the Entrance Examinations for the Graded Service and who have completed satisfactorily six months as Probationary Assistants, be appointed to the Permanent Service:

Walter J. Bluhm.

January 7, 1938

Thomas F. Breen, Jr.
Mildred R. Lasser
Estelle Sullivan
Mary R. Wilson

On recommendation of the Director it was

Voted: that the following individuals, who have been certified by the Civil Service Commission and who have completed satisfactorily six months in the Probationary Service, be appointed to the Permanent Service:

Michael J. Doyle, Carpenter
Frances E. Johnson, Sewer
Edward F. Golden, Janitor
Martha G. Fien, Stenographer

A vacancy having occurred through the transfer of a First Assistant to take over for the present the duties of Branch Librarian at the Roxbury Crossing Branch Library, the Director presented for the consideration of the Board a list of candidates qualified for the position of First Assistant. He recommended that Madalene D. Holt, at present rated as a Second Assistant, be appointed to the vacancy. It was therefore

Voted: that Madalene D. Holt be appointed First Assistant at a salary of \$30 per week, effective January 7, 1938.

The Director reported that in view of her unusual qualifications for bibliographical work Honor C. McCusker was being transferred from the regular payroll of the Rare Book Department to be engaged in bibliographical work at the expense of the Whitney Bibliographic Account effective January 7, 1938, her salary to be at the rate of \$30 per week.

Announcement of an eleventh anonymous gift of \$60 for story telling was made by the Director, and it was thereupon

Voted: that the Board express its grateful thanks to the anonymous donor of the sum of \$60 for story-telling in the public schools, the same to be carried on under the auspices of the Public Library and under the direct supervision of Alice M. Jordan, Supervisor of Work with Children; and that Miss Jordan be asked to express to the donor the grateful thanks of the Board for the interest and trust reposed in the work which the Library carries on in behalf of children.

The Director brought to the attention of the Board the generous offer of the Good Will Fund, Inc. to present to the Library such books as it lacks in the field of consumer cooperatives. He stated that the offer includes copies of works for the collections of both the Business Branch and of the

January 7, 1938

Central Library.

The Director announced that there had been received an additional payment under the will of the late Helen Lambert, and it was therefore

Voted: that there be accepted by the Trustees of the Public Library of the City of Boston the sum of Nineteen dollars (\$19.00) received as an additional payment under the will of the late Helen Lambert, this sum to be turned over to the City Treasurer to be added to the "Helen Lambert Fund in memory of Frederic and Louise Lambert," the income to be expended for books and other library material until otherwise ordered by the Board.

and

Voted: that the President, or Vice President, be authorized to execute a receipt for the sum of Nine dollars (\$9.00), received from The Old Colony Trust Company, Executor of the estate of the late Helen Lambert, in satisfaction of the interests of the Trustees of the Public Library of the City of Boston under the terms of the will of the said Helen Lambert.

The Director announced the receipt of an order from the Mayor, under date of January 5, 1938, that "all contracts and purchases of supplies except those of an emergency nature are to be postponed until the budget for the year 1938 has been submitted to the City Council."

The Director reported the receipt of a communication from the Corporation Counsel, under date of December 18, 1937, in the matter of the allowance of the accounts of the Surviving Trustee under the will of Josiah H. Benton, setting forth the steps which he was taking in representation of the interests of the Trustees in this connection, as requested of him by vote of the Board on November 9, 1937.

The Director presented to the Board a communication from the Corporation Counsel, under date of December 28, 1937, relative to the action to be taken by the Trustees in the matter of the distribution of the Benton Funds. In accordance with the advice of the Corporation Counsel it was therefore:

Voted: that Milton P. Lord, Director and Librarian of the Public Library of the City of Boston, be and he hereby is authorized and directed to cause to be divided into two equal funds the principal, heretofore and on or about January 22, 1936 turned over to the Trustees of the Public Library of the City of Boston, of the residuary estate bequeathed and devised to said Trustee by the 12th clause of the will of Josiah H. Benton, as defined in clause (2) of the Agreement of Compromise, dated January 15, 1935 and made in connection with the administration of the trust created

January 7, 1938

Further Voted: by said clause; and that one of said funds be and the same hereby is designated as the Benton Building Fund and that the other of said funds be and the same hereby is designated as the Benton Book Fund; and

Further Voted: that said Milton E. Lord be and he hereby is authorized and directed to cause to be divided into two equal parts the income and interest (hereinafter in these notes referred to as the Accumulated Income) heretofore and on or about January 22, 1936 turned over to said Trustees, accrued upon the principal aforesaid between the death of Mary A. Benton and the date of receipt of said accumulated income by said Trustees and to add one of said parts to the Benton Building Fund; and

Further Voted: that in determining what securities and what amount of cash so turned over constitutes said principal and what securities and what amount of cash so turned over constitutes such accumulated income, said Milton E. Lord shall cause to be followed the determination made by Stewart, Watts & Bollong, certified public accountants, and set forth in their report, dated October 11, 1937, entitled Estate of Josiah H. Benton - Report on Examination for the Period from February 6, 1917 to September 20, 1937, and that in dividing said principal into two equal funds and in dividing said accumulated income into two equal parts, said Milton E. Lord be and he hereby is directed to cause to be followed the division set forth in said Report; and

Further Voted: that said Milton E. Lord be and he hereby is directed to cause to be distributed and paid to the Pastor of Trinity Church, to be held by said Pastor pursuant to the provisions of said Agreement of Compromise four tenths of the undistributed securities and cash constituting accumulated income and not added to the Benton Building Fund and income on said accumulated income and income on the principal of said Benton Book Fund to January 22, 1937 and now held in the custody of the Treasurer of the City of Boston, and to cause to be applied the remaining six tenths of said securities and cash to the purchases provided for in said Agreement of Compromise.

The Director presented to the Board an opinion rendered by the Corporation Counsel in which he recommended that the Trustees require a bond from the City Treasurer in connection with his holding of the Library's trust funds. The Director was requested to inquire the cost of a bond in an amount proper for the protection of the Library's interests and to report in the matter at the next meeting of the Board.

The Director presented to the Board a report from the Building Commissioner, under date of December 28, 1937, in which he stated that, in view of the temporary nature of the condition, he considered that no permanent injury to the piling under the Central Library building has ~~taken~~ would result from the recessions in the water levels under the

January 7, 1938

Central Library building that has taken place since the commencement of the pumping in connection with the construction of the Huntington Avenue subway. The Director stated that he would nevertheless continue to take every step necessary that the situation be watched carefully during the period of the above-mentioned subway construction.

The Director reported that it was necessary to take formal action in the matter of the restoration of the original rate of \$2400 per annum as the rental for the quarters housing the Orient Heights Branch Library, an amount approved by the Board at its meeting of October 15, 1937. It was therefore

Voted: that the amount of rental originally set in the lease of the building housing the Orient Heights Branch Library, namely \$2400 per annum, be restored as of January 1, 1938.

Dissolved:

Elizabeth B. Brockmire
Clerk.

Friday, January 21, 1938

January 21, 1938

A regular meeting of the Corporation was held in the Trustees Room at 4:15 o'clock p.m.

Present: Messrs. Buxton, Kirstein, and Lord.

Mr. Kirstein in the chair.

The meeting was honored with the presence of His Honor Maurice J. Tobin, Mayor of the City of Boston.

The record of the regular meeting of January 7, 1938 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$3,060.45.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the January 31st draft, chargeable to the General Appropriation in the amount of \$11,485.88, and to Trust Funds Income in the amount of \$1,710.70.

Circular Letters No. 1 and 2 from the Mayor's Office were read and ordered placed on file.

The Director announced the resignation of Lillian G. Wolk,

January 21, 1938

Assistant, as of August 26, 1937.

The Director reported that the final figure for the Library's expenditures from appropriations made by the City during 1937 was \$1,267,058.88 as compared with an appropriation of \$1,290,429. He stated the unexpended balances as of December 31, 1937 had been \$23,370.12, the larger part of which (\$16,685.59) had been in the account for the W.P.A. Relief Projects, and that the total unexpended amount had been returned to the credit of the City.

The Director brought to the attention of the Board the possibility of the sale of the property on Brooks Street formerly housing the Laneuill Branch Library which the Trustees had been holding for a better real estate market upon advice of an expert. He stated that an approach relative to its sale had been made on behalf of a neighboring church, and suggested that the Mayor's permission be sought to enter into negotiations looking to the sale of the property. It was therefore

Voted: that the Director be authorized to take steps looking toward the eventual disposal of the property on Brooks Street, Brighton, held in the name of the Trustees of the Public Library of the City of Boston.

The Director reported that, as requested at the previous meeting, he had made further inquiry in the matter of bonding the City Treasurer in connection with his holding and investing of trust funds of the Library, that he had ascertained that this bond should not be included in the provisions of the City's general bond for the City Treasurer, and that the opinion of the Commissioner of Corporations and Taxation of the Commonwealth of Massachusetts, as well as that of the Corporation Counsel of the City of Boston, was that the Treasurer of the City of Boston should be bonded by the Library Trustees in the amount of \$300,000. It was therefore

Voted: that the Trustees of the Public Library of the City of Boston require a bond from the Treasurer of the City of Boston to the amount of \$300,000. In connection with his holding and investing of trust funds of the Library.

The Director was requested to take the necessary steps for securing such a bond.

The Director reported that it would henceforth be necessary to take action annually for the distribution of income from the Benton Book Fund, and that action should therefore now be taken for distribution of income for the year running from January 22, 1937 to January 21, 1938 inclusive.

January 21, 1938

It was therefore

Voted: that Milton E. Lord, Director and Librarian of the Public Library of the City of Boston, be and he hereby is authorized and directed to cause to be distributed and paid to the Rector of Trinity Church, to be held by said Rector pursuant to the provisions of the 12th clause of the will of Josiah H. Benton, as defined by the Agreement of Compromise, dated January 15, 1935 and made in connection with the administration of the trust created by said clause, four tenths of the income of the Benton Book Fund for the period from January 22, 1937 to January 21, 1938 inclusive, now held in the custody of the Treasurer of the City of Boston, and to cause to be distributed and paid to the Trustees of the Public Library of the City of Boston the remaining six tenths of said income for said period to be applied to the purchase provided for in said Agreement of Compromise.

The Director reported that the hearing before the Probate Court in the matter of the allowance of the accounts of the Surviving Trustee under the will of the late Josiah H. Benton had been postponed from January 17, 1938 to February 9, 1938.

The Director stated that there was shortly to be conducted throughout the city the 1938 Community Fund Campaign, and he requested that he be given the authority to make the necessary arrangements for conducting this campaign among members of the staff. He stated that this yearly campaign was the one exception which had been made by the Trustees to their ruling against solicitation within the Library. It was therefore

Voted: that the Director be authorized to take action for presenting to the members of the Library staff the appeal of the Community Fund Campaign of 1938, and to make whatever arrangements may prove necessary for expediting the collection of the amounts subscribed by the individual members of the staff.

The Director presented a report under date of January 19, 1938, received from the Chairman of the Boston Art Commission, Mr. Robert P. Bellows, concerning the need for cleaning certain of the murals in the Central Library building, setting forth that, after consultation with several experts in the field of painting, the Commission was of the opinion that the Abbey, the John Elliott, and two panels of the Puvion de Chavannes series are not in need of attention at this time, but that the other five Puvion de Chavannes panels should be cleaned, certain protuberances in the design of the Sargent group should be dusted very carefully, and that the Joseph Lindon Smith murals should await the return from Europe of Mr. Smith himself.

January 21, 1938

for his advice in the matter. After a discussion of the Library's responsibility in the matter of preserving these valuable murals, it was agreed that the Trustees should send to the Mayor a full statement of the situation and the need for taking action in connection with the budget allowances for 1938.

The Director presented to the Board a request for permission to use a photographic enlargement of the Sargent Frize of the Prophets for installation in the new building of the Y. M. H. A. in Rochester, New York. The Director was requested to reply that the Trustees have no objection to such use of a reproduction of the Sargent Frize of the Prophets.

The Director reported to the Board upon the progress made in the matter of reducing the number of missing books in the branch libraries, stating that in 1937 there had been only 8,786 missing and stolen books in the branch libraries as against 13,289 in 1933, that in 1937 there were only 979 unrecoverable books in the branch libraries as against 2,262 in 1934.

Dissolved:

Elizabeth B. Brockmeyer
Clerk

Friday, February 4, 1938

February 4, 1938

A regular meeting of the Corporation was held in the Trustees Room at 4:15 o'clock p.m.

Present: Messrs. Buxton, Hall, Kirshtein, and Lord.

The Vice President, Mr. Hall, in the chair.

The record of the regular meeting of January 21, 1938 was approved after certain corrections had been made therein.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$2,066.74.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the December 31st Supplementary Draft, chargeable to the General Appropriation in the amount of \$26,746.29, and the February 28th Draft, chargeable to the General Appropriation in the amount of \$1,067.01.

January 21, 1938

Circular Letters No 3, 4, & 5 from the Mayor's Office were read and ordered placed on file.

On recommendation of the Director it was

Voted: that there be granted to Chester A. S. Tagakas, Assistant, leave of absence without loss of pay for four weeks dating from December 1, 1937, because of illness certified by his physician, and Mr. Tagakas having been in the service of the Library for 36 1/2 years.

and since Mr. Tagakas suffered a pay loss of 5 1/2 days in connection with this same illness, it was

Voted: that there be paid to Chester A. S. Tagakas, Assistant, the sum of \$30 from the income of the Alice Lincoln Whitney Fund.

On recommendation of the Director it was also

Voted: that there be granted to Lillian M. Forrest, Assistant, leave of absence without loss of pay for six weeks dating from December 20, 1937, because of illness certified by her physician, and Mrs. Forrest having been in the service of the Library for 11 years.

and

Voted: that there be granted to E. Carolyn Merrill, First Assistant, leave of absence without loss of pay for 20 1/2 days dating from December 3, 1937, because of illness certified by her physician, and Miss Merrill having been in the service of the Library for 31 years.

On recommendation of the Director it was

Voted: that Anne P. Connors, Probationary Assistant, having satisfactorily passed the Entrance Examination for the Graded Service and having completed satisfactorily six months in the Probationary Service, be appointed an Assistant in the Permanent Service.

and

Voted: that Grace Byers, Clerk and Typist, having been certified by the Civil Service Commission and having completed satisfactorily six months in the Probationary Service, be appointed to the Permanent Service.

The Director announced that the midwinter meeting of the Massachusetts Library Association was to be held this year outside of Boston, and he recommended that time be allowed for attendance thereof to members of the staff who are also members of the Association. It was therefore

Voted: that there be granted without loss of pay the necessary time for attending the midwinter meeting of the Massachusetts Library Association, to be held at Cambridge on February 10, 1938, to three members of the Library staff who are also members of the Massachusetts Library Association, provided that such absence can be arranged without detriment to the Library's service.

February 4, 1938

Announcement of a twelfth anonymous gift of \$100 for story-telling was made by the Director, and it was thereupon

Noted: that the Board express its grateful thanks to the anonymous donor of the sum of \$100 for story-telling in the public schools, the same to be paid on under the auspices of the Public Library and under the direct supervision of Miss M. Jordan, Supervisor of Work with Children; and that Miss Jordan be asked to express to the donor the grateful thanks of the Board for the interest and trust reposed in the work which the library carries on in behalf of children.

The Director reported in the matter of an inquiry from the Mayor's Office relative to a petition received by the Mayor from a group of students in the Hugh O'Brien School that there be transferred to the School the bust of former Mayor Hugh O'Brien from its present location in Bates Hall, stating that such action seemed to be inexpedient under the present circumstances and that he would so indicate to the Mayor's Office.

The Director presented an opinion received from the Corporation Counsel, under date of January 15, 1938, recommending that no action should be taken at this time by the Trustees in protection of the Library's interests in the matter of the investment and reinvestment of trust funds of the Library by the former City Treasurer Edmund L. Dolan in view of the expenses involved in litigation of the matter; and that negotiations looking toward an adjustment of the matter might, however, be taken after settlement of the City's claim.

The Director reported that he hoped to begin very shortly the preparation of the Annual Report for 1937.

Mr. Hall reported on behalf of the Finance Committee concerning the condition of the Library's trust funds as of December 31, 1937. Following a discussion of certain aspects of the investment of these funds, it was agreed that Mr. Hall and the Director should examine the actual securities and the funds of the Corporation indicated by the City Treasurer's report as in his possession.

The Director presented for the consideration of the Board revised budget estimates for the Library Department for 1938, together with certain suggestions for effecting savings in order to meet the request of His Honor the Mayor that expenditures for 1938 be scaled not to exceed those of 1937. It was agreed that the revised estimates together with the aforesaid suggestions for effecting further savings be presented to His

February 4, 1938

Honor for his consideration.

Resolved:

Elizabeth B. Brockmire
Clerk.

Friday, March 11, 1938

March 11, 1938

~~A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.~~

~~Present: Messrs. Buxton, Hall, and Lord.~~

~~The Vice President, Mr. Hall, in the chair.~~

~~The record of the regular meeting of February 18, 1938 as presented was approved.~~

~~The supply list of March 4, 1938, authorized by a Trustee since the last meeting, was approved in the amount of \$2,073.58.~~

~~The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the March 31st Draft, chargeable to the General Appropriation in the amount of \$19,032.32 and to Trust Funds Income in the amount of \$5,481.78.~~

~~Circular Letters No 8 and 9 from the Mayor's Office were read and ordered placed on file.~~

Friday, February 18, 1938

February 18, 1938

~~A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.~~

~~Present: Messrs. Hall, Kirostein, and Lord.~~

~~The Vice President, Mr. Hall, in the chair.~~

~~The record of the regular meeting of February 4, 1938 as presented was approved after certain changes had been made therein.~~

~~The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$3,160.97.~~

~~The following bills having been approved by the Director and a Trustee, were allowed and ordered paid: the February 28th draft, chargeable to the General Appropriation in the amount of \$16,888.33, to Trust Funds Income in the amount of \$10,483.88, and to the Special Appropriation, Central Library Building, Fireproofing, Improvements, etc. in the amount of \$960.40.~~

February 18, 1938

Circular Letters No. 6 and 7 from the Mayor's Office were read and ordered placed on file.

On recommendation of the Director it was

Voted: that there be granted to Christine Hayes, Chief of Book Selection Department in the Reference Division, leave of absence without loss of pay for three weeks dating from January 24, 1938, because of illness certified by her physician, and Miss Hayes having been in the service of the library for 25 years.

and

Voted: that there be granted to Marion R. Herzog, First Assistant, leave of absence without loss of pay for eight weeks dating from January 18, 1938, because of illness certified by her physician, and Miss Herzog having been in the service of the library for 16 years.

and

Voted: that Jennie Finn, Cleaner, having been certified by the Civil Service Commission and having completed satisfactorily six months in the Probationary Service, be appointed to the Permanent Service.

The Director reported to the Board that members of the staff had subscribed the sum of \$2,705.72 to the Community Fund Campaign for 1938.

The Director stated that there had been received from the Executors of the Emily L. Ainsley Estate a first payment, in the amount of \$84,000 to the Trustees on behalf of their interest in the Estate. He stated that the money had been left for the purchase of books and that action should be taken for funding this amount in accordance with the terms of the will. It was therefore

Voted: that there be accepted by the Trustees of the Public Library of the City of Boston the sum of Eighty-four thousand dollars (\$84,000.) received as a first payment under the will of the late Emily L. Ainsley, this sum to be turned over to the City Treasurer to be funded as the "Ainsley Fund," the income to be expended for the purchase of books.

and

Voted: that the President, or Vice President, be authorized to execute a receipt for the sum of Eighty-four thousand dollars (\$84,000.) received from The First National Bank of Boston and Ambrose B. Coolidge, Executors of the estate of the late Emily L. Ainsley, in part satisfaction of the interests of the Trustees of the Public Library of the City of Boston under the terms of the will of said Emily L. Ainsley.

The Director reported that since the last meeting of the Board there had come up before the Honorable William M. Prest, of the Probate Court, the question of the allowance of the first to the twentieth accounts of Arthur F.

February 18, 1938.

Clarke, surviving Trustee under the will of the late Josiah H. Benton. He stated that subsequently Judge Prest had sent to counsel for the several interested parties a letter suggesting that certain items in the accounts be disallowed, and that unless otherwise desired a decree be drawn in accordance with the suggestions set forth in his letter.

The Director reported that the City Treasurer had been engaged in distributing the funds received from the estate of the late Josiah H. Benton and setting up the Benton Book Fund and Benton Building Fund, making the distribution of principal and income between the two in accordance with the auditing and accounting recently completed. He stated that as a result of the distribution of funds between principal and income in the two funds there would be an appreciable amount of principal cash in both the Book Fund and the Building Fund together with income cash in the Building Fund, all of which would have to be invested; and that a considerable number of securities representing income from the Book Fund would have to be sold, in order to provide for the payments necessary under the will and the subsequent agreement of compromise. He stated further that it was the proposal of the City Treasurer to sell the above mentioned securities representing income from the Book Fund through the simple procedure of purchasing them with the principal cash of the Book Fund and the Building Fund and the income cash of the Building Fund and the income cash of the Building Fund awaiting investment as indicated above; that thereby there would be saved the cost of a commission on the transfer, and the value of the investments would be conserved to the interest of the City, since the securities in hand bore undoubtedly a higher rate of return than other securities to be had in the open market at the present time. After a careful discussion of the matter it was agreed that the Director should communicate in writing to the City Treasurer the Trustees' desire that such an exchange between the two funds be effected, the value of the individual securities to be determined by the lowest of the valuations which the City Treasurer had submitted as having been obtained from three representative Boston firms dealing in such securities.

Furthermore, in connection with the general problem of the Trustees' responsibilities in the investment of the Library's trust funds, the Vice President agreed to confer with the City Treasurer in the matter of

February 18, 1938. the diversity of investment of the Library's trust funds, and also to request of him suggestions as to securities in which the Trustees might wish to have the Benton Funds invested.

The Director reported to the Board in the matter of the bonding of the City Treasurer by the Trustees, that question has arisen as to the source to which to charge the cost of the bond, there being doubt as to the propriety of the City of Boston paying the premium for a bond in protection of property to which it does not hold title. It was agreed that the Director should proceed at once to have executed a bond in accordance with the action taken by the Board at its meeting of January 1, 1938, the matter of the source to which to charge the cost of premium to be adjusted later.

The Director presented for the consideration of the Board certain suggestions for effecting further economies in the Library's budget for 1938, as desired by the Mayor. After a discussion of the several suggestions, it was agreed that the Vice President and Mr. Buxton, together with the Director, should confer with the Mayor to ascertain his wishes concerning the proposed economies.

The Director reported further in the matter of the purchase of heat and light from the Boston Edison Company, stating that, in reply to an inquiry from the Mayor as to the possibility of the Boston Edison Company taking into its employ the six Library employees to be displaced under such an arrangement, he had informed the Mayor that on January 7 the Edison Company had assured the Library that it was only prepared to place four of the Library employees on its preferred waiting list, beyond that it would not go. He had further notified the Mayor that additional efforts would nevertheless be made to obtain further consideration of the matter by the Boston Edison Company. It was agreed that the Vice President also should inquire of the President of the Company in the matter.

The Director reported to the Board that in accordance with the scale of salaries established as of June 4, 1937, the salary of an apprentice in the Binding Department would be adjusted to conform with the minimum established at that time, namely, \$15 per week.

Dissolved.

Elizabeth B. Brockamer
Clerk.

March 11, 1938

Friday, March 11, 1938

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Buxton, Hall, and Lord.

The Vice President, Mr. Hall in the chair.

The record of the regular meeting of February 18, 1938 as presented was approved.

The supply list of March 4, 1938, authorized by a Trustee since the last meeting, was approved in the amount of \$2,073.58.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the March 31st Draft, chargeable to the General Appropriation in the amount of \$19,032.32 and to Trust Funds Income in the amount of \$5,481.78.

Circular Letters No. 8 and 9 from the Mayor's Office were read and ordered placed on file.

On recommendation of the Director it was

Voted: that there be granted to Mary J. M. Boyle, Compositor and Proofreader, leave of absence without loss of pay for 27 days dating from January 20, 1938, because of illness certified by her physician, and Miss Boyle having been in the service of the Library for 36 years.

and

Voted: that there be granted, to Harry W. Mathews, First Assistant, leave of absence without loss of pay for six weeks dating from February 12, 1938, because of illness certified by his physician and Mr. Mathews having been in the service of the Library for 18 years.

The Director announced the death on March 7, 1938 of Miss Grace Lee Murray, former Branch Librarian of the Hyde Park Branch Library, who had retired from the service on October 31, 1931.

The Director brought to the attention of the Board the proposed acquisition by the Library of four rare volumes, to be purchased with the income either of trust funds restricted to the purchase of books of a specified sort or the income of the Benton Book Fund; and he was authorized to arrange for the purchases as recommended by him.

The Director stated that for some time there had been evident a noticeable settling of and separation between the granite blocks in the Blagden Street sidewalk; that the Library's architect, Mr. Edwards J. Gale, and Mr. E. F. Willcutt, representative of the Guastavino Tile Company, had examined this sidewalk and the guastavino arches in the cellar space beneath and recommended that two of the blocks be raised for further

March 11, 1938

investigation. The Director reported that Mr Willcutt, ~~of~~ had set for such an investigation a price not to exceed \$500, to be done at a cost plus 15% basis, 100% of any savings effected to revert to the Library. In view of the nature of the construction it was agreed that the Director should proceed at once to carry through such investigation.

The Director announced that income had been received from The Children's Fund for the period of July 1 to December 31, 1937 in the amount of \$1840.61, that according to the provisions of the will of the late Josiah H. Benton this amount was payable to the Rector of Trinity Church. It was therefore

Voted: that there be paid to Arthur Lee Kingsolving, as he is Rector of Trinity Church in the City of Boston, the sum of \$1840.61, income for the period of July 1 to December 31, 1937 on The Children's Fund, given to the Library under the 11th clause of the will of Josiah H. Benton; as required by the 12th clause of said will.

The Director reported that, in connection with the hearings in the Probate Court on the allowance of the accounts of the Surviving Trustee under the will of the late Josiah H. Benton, the Corporation Counsel had retained the services of two experts to testify as to current practice in the matter of trustees' fees, and that the cost of the services of these experts was to be charged against the income of the Benton Book Fund. It was therefore

Voted: that Milton E. Lord, Director and Librarian of the Public Library of the City of Boston be and he hereby is authorized and directed to request the City Treasurer to pay to Augustus P. Loring, Jr., 38 Congress Street, Boston, the sum of two hundred fifty dollars (\$250) in payment for expert services in connection with the allowance of the accounts of the Surviving Trustee of the Josiah H. Benton Estate, the same to be charged against the income payable from the Benton Book Fund in the proportion of six tenths (6/10) against the amount payable to the Trustees of the Public Library of the City of Boston and four tenths (4/10) against the amount payable to the Rector of Trinity Church.

and

Voted: that Milton E. Lord, Director and Librarian of the Public Library of the City of Boston be and he hereby is authorized and directed to request the City Treasurer to pay to Frank S. White, 53 State Street, Boston, the sum of two hundred fifty dollars (\$250) in payment for expert services in connection with the allowance of the accounts of the Surviving Trustee of the Josiah H. Benton Estate, the same to be charged against the income payable from the Benton Book Fund in the proportion of six tenths (6/10) against the income payable to the Trustees of the Public Library of the City of Boston and four tenths (4/10) against the amount payable to the Rector of Trinity Church.

March 11, 1938

The Director submitted to the Board for its consideration a list of securities recommended by the City Treasurer for investment of certain portions of the Benton Funds and for that portion of the principal amount of the Ainsley Fund which to date has been paid over to the Trustees. After consideration of the matter the recommendations of the City Treasurer were referred to the Finance Committee with power to direct the City Treasurer in the investment of the aforesaid funds. It was therefore

Voted: that the Finance Committee, consisting of Messrs. Hall, Kneeling, and Sedgwick be and it hereby is empowered to take action on behalf of the Trustees of the Public Library of the City of Boston in the matter of the investment and re-investment of the Library's trust funds, and to direct the City Treasurer to carry out its wishes as to the investment of the aforesaid trust funds.

The Director reported further in the matter of the bonding of the City Treasurer by the Trustees, stating that he had requested an opinion from the Corporation Counsel as to the source to which the cost of the bond should be charged, and that in the meantime he was proceeding to obtain the necessary bond in accordance with the action of the Board at preceding meeting.

The Director reported that today he had received from Mr Albert H. Wiggins a letter in which Mr Wiggins had expressed his interest in making available to the Library during the present year a portion of his collection and had inquired as to the arrangements to be made by the Library for housing the collection. The Director stated that he had acknowledged the letter with word that a survey would be made immediately to determine the re-allocation of space which would be necessary to make possible the housing of the collection. It was agreed that the matter should be discussed further at the next meeting of the Board.

The Director reported that on February 25th the Vice President, Mr. Buxton, and himself had conferred with the Mayor in the matter of the budget estimates for 1938, that the Mayor at that time had indicated that the Library expenditures for 1938 must not exceed those for 1937 although step rate increases in pay as granted last June should be maintained and step rate increases for 1938 should be scheduled. As a result of the Mayor's recommendations the Director submitted to the Board certain suggestions for effecting reductions in the budget largely through reduction in service throughout the system. Following

March 11, 1938

a discussion of the several suggestions it was agreed that a decision on the several recommendations should be deferred until the next meeting of the Board, except that in the meantime the Director was authorized to proceed to arrange for the closing of the branch libraries for the rest of the day on Friday evenings beginning at 6:00 p.m. and on Saturday afternoons beginning at 1:00 p.m.

Dissolved:

Elizabeth B. Brockmire
Clerk.

March 25, 1938

Friday, March 25, 1938

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Buxton, Kristein, Lord, and Sedgwick.

The President, Mr. Sedgwick, in the chair.

The record of the regular meeting of March 11, 1938 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$3,628.47.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the March 31st draft, chargeable to the General Appropriation in the amount of \$1,352.38.

The Director announced the retirement of Annie M. Downey, Cleaner, as of March 31, 1938, after eighteen years of service in the Library, and of Emma F. Lynch, Second Assistant, as of March 31, 1938, after fifty-two years of service in the Library.

The President read a letter that he had received from the Boston Library Club, Employees of the Boston Public Library, in which the Club called to his attention the fact that as yet it had received no communication relative to the five suggestions made by it at the time of its appearance before the Board last autumn. Following a lengthy discussion of the Board's position relative to the several suggestions of the ~~Board~~ Club, it was agreed that the Director, together with two other officers of the Library, be requested to confer on the several points with three representatives of the Club, and to report back to the Board the results of such conference, and that the President should

March 25, 1938

acknowledge the Club's letter with word that the Director would meet with representatives of the Club for the purpose above indicated.

The Director reported that the Boston Public Library Employees Benefit Association had requested permission to hold its spring party in the Central Library building on the evening of April 19, 1938, a time at which due to the holiday the building would be closed to the public. On recommendation of the Director the Board granted the request.

The necessity for the appointment of an Examining Committee for 1938 was brought to the attention of the Board by the Director. After discussion of the several candidates suggested, the Board deferred to a subsequent meeting the final making of appointments to the Committee for 1938.

The Director informed the Board that in recent weeks much pressure by W.P.A. officials had been brought to bear upon the Library administration to put more W.P.A. workers to work on the Library's W.P.A. projects. He stated that, while several of the Library's W.P.A. projects were authorized to carry a larger personnel than now employed on them, the Library was in no position to cope with caring for such increased personnel, and that he had so informed the W.P.A. officials in question.

The Director reported to the Board that since the last meeting there had been received by the Library a payment of \$270,694.79, representing accumulated income from the Benton Book Fund, and that there had been forwarded to the Rector of Trinity Church by the City Treasurer a payment in the amount of \$180,463.20, representing the Rector's share of accumulated income from the Benton Book Fund.

The Director was requested to arrange for a meeting of the Finance Committee at the City Treasurer's Office for Tuesday, twelve noon, March 29, 1938, for the purpose of directing the City Treasurer in the matter of the investment of certain uninvested funds belonging to the principal of the Benton Building Fund and to the principal of the Ainsley Fund.

The Director reported in the matter of certain information requested by Mr. Richard Whitcomb, Chairman of the Municipal Survey Committee of the City of Boston, stating that the data requested by Mr. Whitcomb will be submitted for consideration and suggestions to the members of the Board during the coming week.

The Director reported further in the matter of the Mayor's request

March 25, 1938

that the Library's budget for 1938 not exceed expenditures for 1937, stating that with the reductions effected to date the budget was still approximately \$60,000 above expenditures for 1937, and that, due to delay in effecting the closing of certain branch libraries as suggested, it would be necessary to provide for an additional saving of some \$20,000, if the Mayor's request were to be met. In this eventuality the Director stated that the necessary amount of saving would have to be achieved by withholding step rate increases in pay for 1937 (\$44,000), by reducing the appropriation for the purchase of books (\$25,000), and by securing the remaining amount through closing additional branch libraries. Following a discussion of the aforesaid possibilities for effecting further savings in the budget estimates, it was agreed that the President, Mr. Ruxton, and the Director should constitute a committee to confer as necessary with the Mayor in the matter of the revision of the 1938 budget estimates.

Due to the fact that Good Friday comes this year on the third Friday in April, it was agreed that the next two regular meetings of the Board should be held respectively on the second and the fourth Fridays in April, namely, April 8th and 22nd.

Dissolved.

Elizabeth B. Brockmeyer
Clerk.

April 8, 1938

Friday, April 8, 1938.

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Hall, Krinstein, Lord, and Sedgwick.

The President, Mr. Sedgwick, in the chair.

The record of the regular meeting of March 25, 1938 as presented was approved after making certain corrections therein.

The supply list of April 1, 1938, authorized by a Trustee since the last meeting, was approved in the amount of \$4,340.23.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the April 30th draft, chargeable to the General Appropriation in the amount of \$25,112.34 and to Trust Funds Income in the amount of \$3,078.12.

Circular Letter No. 12 from the Mayor's Office was read and ordered placed

April 8, 1938

on file

On recommendation of the Director it was

Voted: that there be granted to Grace M. Caution, Bookkeeper, leave of absence without loss of pay for 7 weeks dating from February 11, 1938, because of illness certified by her physician and Mrs. Caution having been in the service of the Library for 12 years.

and

Voted: that there be granted to Patrick A. Kennedy, Janitor - Laborer, leave of absence without loss of pay for 8 weeks dating from February 26, 1938, because of illness certified by his physician and Mr. Kennedy having been in the service of the Library for 32 years.

and

Voted: that there be granted to Mary C. Joy, Children's Librarian, Young People's Room, leave of absence without loss of pay for 5 weeks and 4 days dating from February 24, 1938, because of illness certified by her physician and Miss Joy having been in the service of the Library for 34 years.

and

Voted: that there be granted to Harry W. Matthews, First Assistant, leave of absence without loss of pay for 6 weeks dating from March 26, 1938, because of illness certified by his physician and Mr. Matthews having been in the service of the Library for 18 years.

The Board deferred action on the appointment of an Examining Committee for 1938 to a subsequent meeting.

The Director brought to the attention of the Board certain cases in which difficulty was being experienced in filling vacancies in the Library service through the process established by the Mayor for the filling of vacancies through transfers from other city departments.

The Director brought to the attention of the Board certain cases in which difficulty was being experienced in filling vacancies in the Library service through the process established by the Mayor.

The Director brought to the attention of the Board the proposed purchase of a copy of the editor princeps of the Works of Homer (Florence, 1488-89) at £350. The Director was authorized to proceed with the aforesaid purchase. The Director also reported that he had requested Joltan Harasgus, Keeper of Rare Books, to attend the sale of the Courtlandt 7 Bishop Library to be held in New York City on April 5-8 for purposes of examining the books offered and representing at the sale this Library in the matter of the acquisition of certain items, the Library purchases at the sale not to exceed in the aggregate a sum between \$6,000 and \$8,000. The Director stated

April 8, 1938

that among the particularly desirable items at the sale was a Paris 1498 Pignouret edition of Book of Hours, and that he was proposing to authorize Mr. Haraszti to bid for this item in an amount not to exceed \$1,400, and that, if this item were not available within the above mentioned price limit, he was proposing that Mr. Haraszti obtain for the Library some other Book of Hours printed by Pignouret at a price not to exceed \$800. The Director's action in the matter was confirmed.

The Director reported that since the preceding meeting there had been no further word from His Honor the Mayor in the matter of the Library's budget estimates for 1938. He stated that beginning April 15, 1938 all branch libraries would be closed at 6 p.m. on Fridays and at 1 p.m. on Saturdays, as part of the program inaugurated at the request of the Mayor for effecting further savings in the Library's budget.

The Director brought to the attention of the Board the availability for purposes of housing the Allston Branch Library of certain quarters more centrally located, more adequate in space, and less costly than the present quarters. After consideration of the matter the Director was requested to make careful investigation of the suitability for library purposes of the proposed quarters, and, should they prove satisfactory, to communicate to His Honor the Mayor the fact that, unless such a move were to conflict with plans he may have, the Trustees would move the Allston Branch Library to the new quarters proposed.

The Board confirmed the action taken by the Finance Committee at its meeting on March 29, 1938, held in the office of the City Treasurer at City Hall, in authorizing the investment by the City Treasurer of certain balances in the Benton Building Fund and the Amesley Fund as set forth in the minutes of the Finance Committee.

The Director indicated the desirability of appointing a Clerk of Committees. It was therefore

Ordered: that the Director of the Library serve as Clerk of Committees, and in his inability to serve that the Comptroller do so in his stead.

The Director reported that counsel for the Trustees, for the Rector of Trinity Church, and for the Surviving Trustee under the will of the late Josiah H. Benton were engaged in effecting a settlement of the items in the accounts of the Benton Estate to conform with the proposed decree of the Probate Court, and that they hoped to have this

April 8, 1938

work completed within a short time, after which the decree would be entered by the Court. He stated further that the Surviving Trustee had still to file the twenty accounts for the Fisher Trust and also to turn over to the Trustees the residue of the Benton Estate which had been held by him for purposes of meeting taxation.

The Director reported that a change in the checking account maintained in the New England Trust Co. under the name of The Trustees of the Public Library of the City of Boston was to be made so that the account would read in the name of the City Treasurer. He stated that this was to be done at the suggestion of the Corporation Counsel since all checks are countersigned by the Library Auditor and the Director, who are bonded to the City and not to the Trustees.

The Director stated that since the preceding meeting he had received from Mr. Albert H. Wiggin a suggestion that Mr. Arthur Heintzelman, the etcher, might be worthy of consideration for the post of curator of the Albert H. Wiggin Collection which Mr. Wiggin proposed to give to the Library.

The Director reported in the matter of the repair of the West End Branch Library building that to date he had been unable to secure from the Building Department specifications for the necessary work to be done in connection with a possible W.P.A. project, but that he recently had been informed that there is under consideration a W.P.A. project for the reconstruction of certain historic buildings, in which group the West End Branch Library building might well be included.

The Director reported that progress was being made in the preparation of the data requested by Mr. Richard Whitcomb, Chairman of the Municipal Survey Committee, and that shortly it would be presented to the Board for its consideration.

The President reported that he had received from the Boston Library Club, Employees of the Boston Public Library a letter expressing appreciation for his continued interest in the Club's proposals and stating that,

April 8, 1938

as requested, three representatives of the Club had met with the Director and his associates for the purpose of discussing the several suggestions offered by the Club following its meeting with the Board last autumn, the results of which conference the Club now wished to submit to the Board for its consideration.

The Director reported further in the matter that on March 30 and also on April 6 he, together with Messrs Davis and Hensley, had conferred at length with the representatives of the Boston Library Club, giving consideration to each of the five points made by the Club. He stated that he believed the meeting had been of value in clearing up certain misunderstandings of the proposed classification of Library employees. The Director then discussed briefly the five points raised by the Club. It was agreed that a special meeting of the Board should be held on Thursday, April 14, 1938, to discuss the suggestions offered by the Boston Library Club, Employees of the Boston Public Library.

Dissolved:

Elizabeth B Brockmeyer
Clerk.

April 14, 1938

Thursday, April 14, 1938.

A special meeting of the Corporation was held in the Trustees Room at 3:30 p.m.

Present: Messrs Buxton, Kirstein, Lord, and Sedgwick.

The President, Mr Sedgwick, in the chair.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$2,286.76.

April 14, 1938

In the matter of the diversification of the Library's trust funds the President reported that there was apparently little opportunity for effecting a transfer to the Sinking Fund Commissioners of such City of Boston Sinking Fund Bonds as the Trustees held, in order to obtain other securities in their stead, since the acquisition of long term bonds such as those held by the Trustees is contrary to the present policy of the Sinking Fund Commissioners. It was agreed, however, that a transfer should be effected of such Sinking Fund Bonds as are of short term and are acceptable to the Sinking Fund Commissioners.

The President reported that it was desirable that the securities held by the Trustees of the Public Library of the City of Boston and now in the custody of the City Treasurer should be actually examined and checked on behalf of the Trustees, that it is a matter involving as much as two days' time, and that with the permission of the Board he would inquire of the Corporation Council whether it would be legal to employ an outside individual, such as an auditor or accountant, to make such a check on behalf of the Board. The Board approved the aforesaid action suggested by the President.

The Director reported that there had been received by the Library a check in the amount of \$1.37 representing the share of the Thomas B. Harris Fund in the proceeds from the sale of the twin screw yacht "Maicaway" belonging to Edmund L. Dolan, former City Treasurer, as a result of action taken for the recovery of city funds from Mr Dolan.

The Director reported further in the matter of the Library's budget for 1938, stating that the Library's budget estimates as set last February by the Budget Commissioner had been submitted to the City Council on April 13 by the Mayor in the amount of

April 14, 1938

\$1,320,471.30, a reduction of \$20,108.70 from the estimates previously reported by him as of March 30, 1938.

The Director brought to the attention of the Board the fact that the annual meeting of the Board falls on the first Monday in May, namely, May 2, 1938. It was agreed that the annual meeting of the Board should be postponed from May 2, 1938 to the date of the next regular meeting of the Board held after that date.

The Board then proceeded to consider the report of the Director concerning the two recent conferences, on April 1 and April 6, which he and two of his associates had had with three representatives of the Boston Library Club, Employees of the Boston Public Library. He stated that he had been joined in these conferences by Mr Orlando C. Davis, Chief Librarian of the Circulation Division, and Mr Richard G. Hensley, Chief Librarian of the Reference Division, and that the Boston Library Club had been represented by Miss Bessie L. Doherty, Mr Abraham H. Kalish, and Mr Maurice Sagoff.

The Director reported seriatim upon the several points which had been raised by the Boston Library Club:

1. Because of the uncertainty in the minds of many as to where they stand in the system, we recommend that all general assistants be informed whether they are Assistant beginning, Assistant 1st step, Assistant 2nd step, or Assistant 3rd step. That this standing be determined on the basis of experience, training, years of service, and type of work which each assistant is doing.

It was pointed out by the Director that the fundamental concept underlying the new arrange-

April 14, 1938

ments for the classification of personnel is that of using formal examinations for determining the qualifications of members of the staff for the several levels up through that of First Assistant. To achieve a classification of present personnel along lines other than this would cause the relationship between the successive examination steps to be broken down.

He pointed out further that in the original instance it was intended to establish the designations Assistant, 1st Step, Assistant 2nd Step, and Assistant, 3rd Step only for individuals entering the library service after January 1, 1938; that individuals already in the service prior to that date would continue to have the simple designation Assistant as at present; that the latter individuals might move automatically up through the level of Assistant, 3rd Step, and receive the remuneration of that step, without the necessity of taking examinations, but to proceed to the steps of Second Assistant and First Assistant would have to meet the required Promotional Examinations. He stated further that he believed that this had been satisfactorily explained to the representatives of the Boston Library Club in his recent conferences with them.

It was indicated by the Director that it would not be practicable to carry through a classification of the present personnel on a basis such as that suggested by the Boston Library Club, nor would it be either practicable or desirable to grant examination exemption, even to certain classes of individuals such as those who had taken courses of training offered by the Library, particularly as compared with those who had had similar courses of training elsewhere than in the Boston Public Library.

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It was the sense of the Board that action should not be taken along the lines suggested above by the Boston Library Club.

2. That the examination system be extended to include all individuals in the professional service. That all new positions and vacancies in the service above that of general assistant be filled only after announcements of such vacancies together with a description of the requirements in experience, training, etc., necessary to fill these vacancies have been made throughout the system. That the final occupant of each position be decided by an open competition which shall take into consideration experience, training in the type of work required by the position, and years of service.

The Director reported that the representatives of the Boston Library Club had stated that the examination system should be extended to include all individuals in the library service except the Director; that the determination of the qualifications of individuals should be on a point basis, with appointments being made in each instance of the individual with the highest number of points; and that eligible lists as established on such a basis be considered as hard and fast for a specified period, before they might be renewed through the addition of the names of other individuals who might have qualified for them.

It was pointed out that the Boston Library Club is not accurate in its statement indicating that the examination system is not to be used for the steps of Second Assistant and First Assistant. The Director stated that it is proposed to use the

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examination system through the step of First Assistant, but not beyond that step.

It was the sense of the Board that the examination system should be used only through the step of First Assistant; that it should not be used for positions beyond that step, but that the Trustees should act in each individual case beyond that point in accordance with what they find to be for the good of the Library; that to fill positions only after public announcement of vacancies is in general a procedure not to the interest of the Library.

3. That a list be compiled of all positions of Heads of Depts., 1st Assistants and 2nd Assistants which have become vacant, the duties of which have been taken care of by general assistants. That these positions be declared open, and be filled according to #2.

The Director reported that schedules for the allocation of personnel to the several departments and branch libraries have been prepared for administrative use; that insofar as funds permit and need exists he would recommend that positions thus provided for be filled. He stated his opinion that they should be filled, however, only along the lines set forth above under no. 2 as those along which the Trustees are prepared to act.

It was the sense of the Board that as funds permit and need exists the Director might recommend individuals for appointment to such positions as are provided for in the schedules established for the administration of the work of the several departments and branch libraries; that the Boston Library Club might be notified that such schedules have been prepared and will

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he followed, although they are not intended for publication; that in filling such positions the Trustees would act only along the lines which they have indicated above under no. 2 as being for the good of the Library.

4. That certain positions in the Library service which call for highly specialized skills be given the rating of First Assistants rather than that of general assistant.

The Director stated that he would take up as early as possible the matter of the rating of certain positions along the above lines.

It was the sense of the Board that those positions which call for highly specialized qualifications might be given the rating of First Assistant rather than that of general Assistant; that as funds permit and need exists the Director might recommend to the Board the appointment of qualified individuals along such lines. The Board expressed its present intention to make provision for qualified catalogers in this category.

5. That all monies made available for salary increases be distributed on a pro rata basis.

It was the sense of the Board that it should not attempt at present to make funds for salary increases available on a pro rata basis; that it should for the present distribute these funds on the nominal step rate increase basis generally in effect for city departments.

It was agreed that the Director should prepare a formal written reply to the above requests of the Boston Library Club and that it should be sent to the Trustees for their consideration in advance of the next meeting

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of the Board.

It was further agreed to be desirable to set forth to the Boston Library Club that only as the Club undertakes action which is for the good of the Library will there be achieved good for the members of the Club. Mr Kirstein, Father Lord, and the Director were requested to serve as a committee to talk with the representatives of the Boston Library Club in this respect.

Dissolved:

Elizabeth B Brockmire
Clerk.

Friday, April 22, 1938. April 22, 1938

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p. m.

Present: Messrs Buxton, Kirstein, and Sedgwick.

The President, Mr Sedgwick, in the chair.

The Board went immediately into executive session. The meeting thereafter was resumed.

The records of the regular meeting of April 8 and of the special meeting of April 14, 1938 as presented were approved.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the April 30th draft, chargeable to the General Appropriation in the amount of \$891.09 and £13:18: 9; to Trust Funds Income in the amount of Swiss Francs 7933.75, £588: 2: 2, Pinks 4497.20, Francs 9547.75, Guilders 85.60, Litas 222.50, Lire 3043.35; and to the Special Appropriation, Central Library Building, Fireproofing, Improve-

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ments, etc. in the amount of \$2748.31.

Circular Letters No. 10 and 11 from the Mayor's Office were read and ordered placed on file.

On recommendation of the Director it was

Voted: that there be granted to Marion A. McCarthy, Assistant in Charge, leave of absence without loss of pay for 22½ days dating from March 24, 1938, because of illness certified by her physician and Miss McCarthy having been in the service of the Library for 43 years.

On recommendation of the Director it was

Voted: that the following individuals, who have passed the Entrance Examinations for the Graded Service and who have completed satisfactorily six months as Probationary Assistants, be appointed to the Permanent Service:

Ada Smeed
Freda S. Kalin

The Director reported to the Board that in a conference with him on March 31, 1938 Paul T. Harrington, Watchman, had made serious charges against Peter C. Cassidy, a fellow Watchman, that upon request Mr. Harrington had subsequently submitted in writing his charges, that as a result of these charges the Director had asked the two individuals concerned and the several employees mentioned in Mr. Harrington's statement as well as their superior officers to come together for an administrative hearing on April 21, in order that the facts in the matter might be established. He stated that the aforesaid hearing had been held, that all present had been sworn, and that the services of a court reporter had been secured, in order that a complete record of the statements of all parties might be available.

The Director reported further that Mr. Harrington's statements as submitted in writing and as repeated at the hearing were largely borne out by the testimony of the two employees mentioned in

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his statement, but that Mr. Cassidy had refused to make any statements or answer any questions, requesting that the matter be brought to the attention of the Trustees.

Following the report of the Director in the matter of Mr. Cassidy's refusal to answer any questions, the Board requested the Director to inform Mr. Cassidy that unless he is willing to answer questions concerning the incidents involved under the same circumstances as the other individuals concerned, namely, under oath, the Director is authorized to suspend him from the library service for insubordination.

The President reported, in the matter of the examination and checking of the securities held by the Trustees and now in the custody of the City Treasurer, that he had discussed the matter with the Corporation Council, who had expressed an opinion that the securities of the City in the custody of the City Treasurer had been checked against the City Treasurer's books on January 21, 1938 by a firm of accountants engaged to make an audit of the aforesaid books, and that he believed that a statement from the aforesaid firm of accountants to the effect that the securities of the Trustees of the Boston Public Library had been examined and checked against the books and were in order at that time would meet all needs of the situation. The Director was requested to inquire of the aforesaid firm of accountants whether its examination had included a checking of the securities to which the Trustees of the Public Library hold title, and if so to obtain a statement setting forth the

April 22, 1938

results of that examination.

The Director presented a notice of a claim lodged against the City of Boston for damage to clothing caused by catching on the stairs of the Boston Public Library Lecture Hall. The Director was requested to refer the aforesaid claim to the Law Department.

The Director stated that, as he had reported at a previous meeting, at his direction Zoltan Haraszti, Keeper of Rare Books, had represented the Library at the auction sale of the books of Cortlandt F. Bishop in New York City on April 5-8, 1938 at which time a number of interesting items had been acquired for the Library's collections. He recommended that Mr Haraszti's expenses in connection with the trip be paid by the Library. It was therefore

Voted: that there be paid to Zoltan Haraszti, Keeper of Rare Books, the sum of \$55.60, for traveling expenses incurred by him in connection with the examination and purchase of certain items at the auction of the library of Cortlandt F. Bishop in New York City on April 5-8, 1938.

The Board again considered the matter of the appointment of an Examining Committee. A discussion of possible candidates took place, after which the following individuals were appointed to the Examining Committee for 1938.

Mrs Gordon Abbott	Mr Albert Ehrenfried
Mr Thomas P. Beal	Mr H. B. Elliston
Mr Clinton P. Biddle	Mr Henry E. Foley
Mr Philip J. Bond	Mr Allan Forbes
Mr Henry T. Claus	Miss Susan J. Linn
Mr Stephen V. R. Crosby	Mr Arthur L. Gould
Mrs William H. Dewart	Mr Burnelle G. Hawkins
Hon. Frank J. Donahue	Mr Herman H. Henkle

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Mrs M. A. DeWolfe Howe	Hon. Abraham C. Pinanski
Mr Henry Jackson	Rev. Richard J. Quinnan
Rev. John S. Keating	Mrs William K. Richardson
Rev. Arthur L. Kinsolving	Mr B. W. Selekman
Mrs Augustus P. Loring, Jr	Dr Harlow Shapley
Mrs A. Lawrence Lowell	Mrs Arthur A. Shurcliff
Mr John W. Lowes	Mrs Francis E. Slattery
Mr Keyes D. Metcalf	Rev. Russell H. Stafford
Mr James T. Moriarty	Mrs Donald C. Starr
Mr George W. Northrop	Miss Ruth Tiffany
Rev. Phillips E. Osgood	Mrs Joseph A. Tomasello
Rev. Charles E. Park	Mr John T. Vaccaro
Mrs Charles B. Perkins	Dr Henry Vieta
Rev. Palfrey Perkins	Mr Lawrence Winships
Mrs Edward M. Pickman	Mrs Frederick Winslow
Mr Gabriel F. Piemonte	Mr Charles C. Wyzanski

The Director presented for the consideration of the Board a draft of a letter to be sent in reply to the suggestions made to the Trustees by the Boston Library Club, Employees of the Boston Public Library in the matter of classification of personnel and staff examinations. After a discussion of the draft presented by the Director, it was agreed that there should be drawn up as a separate memorandum a statement of each suggestion offered followed by a statement of the Trustees' position relative to that suggestion, and that this memorandum should be accompanied by a letter of transmittal setting forth such action as is possible for the Trustees to take in the matter of the suggestions offered. The Director was requested to confer with Father Lord to obtain his approval of such action prior to sending the aforesaid letter and memorandum to the Club.

The Director reported that progress was

April 22, 1938

being made in the preparation of data requested by Mr Richard Whitcomb, Chairman of the Municipal Survey Committee, that some of the data requested required much research, but that he hoped shortly to have it completed for Mr Whitcomb.

The Director brought to the attention of the Board the matter of a staff bulletin, stating that he considered that such a publication would be of distinct value as a medium through which to impart information to members of the staff concerning the Library and its activities. He also pointed out the desirability of having a general staff association which would embrace all employees of the Library, in order that all groups of employees might have representation. He indicated his belief that such a general staff association would best be constituted along lines making possible the continued existence of the several existing group organizations and at the same time providing for a federation of these groups, together with any other groups which might come into being, on a basis calculated to result in a wide-spread representation of the interests of all individuals in the service of the Library.

The Director brought to the attention of the Board the case of a member of the staff who is the principal financial support of her family and who, through serious illness of several members of her family necessitating her presence at home, is now faced with loss of pay. Following a discussion of the case it was

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Voted: that the Director be authorized to pay to Bridie P. O'Connell from the income of the Louis E. Kirstein Fund a sum up to \$100, as may in his discretion appear desirable, in part compensation for certain losses of pay.

Dissolved:

Elizabeth B. Brockmeyer
Clerk.

Friday, May 6, 1938

May 6, 1938

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs Buxton, Hall, Lord, and Sedgwick.
The President, Mr Sedgwick, in the chair.

The Board went immediately into executive session. The meeting thereafter was resumed.

The record of the regular meeting of April 22, 1938 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the library in the amount of \$1,509.79.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the May 31st draft, chargeable to the General Appropriation in the amount of \$421.53, and to Trust Funds Income in the amount of \$25.00.

Circular Letter No. 13 from the Mayor's Office was read and ordered placed on file.

On recommendation of the Director it was

Voted: that there be granted to Clara L. Jones, Assistant, leave of absence without loss of pay, for 6 weeks dating from April 11, 1938, because of illness certified by her physician, and Miss Jones having been in the service of the Library for thirty-four years.

The Director brought to the attention of the Board that the annual meetings of the

May 6, 1938

American Library Association, the Special Libraries Association, and the Massachusetts Library Association were to be held this year in June. He recommended that time be allowed to members of the staff for attendance thereat in accordance with the Library's practice in previous years. It was therefore

Voted: that there be granted to members of the library staff who are also members of the American Library Association leave of absence without loss of pay for attendance at the annual meeting of the American Library Association to be held in Kansas City, Missouri, from June 13 to 18, 1938, provided that such absence does not interfere with the requirements of the Library's service.

and

Voted: that the Director be requested to represent the Library at the annual meeting of the American Library Association to be held in Kansas City, Missouri, from June 13 to 18, 1938 and that his expenses therefor be paid by the Library.

and further

Voted: that there be granted without loss of pay the necessary time for attending the annual meeting of the Special Libraries Association, to be held in Pittsburgh, Pennsylvania, from June 7 to 10, 1938, to those members of the library staff who are also members of the Special Libraries Association, provided that such absence can be arranged without detriment to the Library's service.

and further

Voted: that there be granted without loss of pay the necessary time for attending the annual meeting of the Massachusetts Library Association, to be held at Manchester, Vermont, on June 20 to 24, 1938, in connection with the regional meeting of the New England State Library Associations, to those members of the library staff who are also members of the Massachusetts Library Association, provided that such absence can be arranged without detriment to the Library's service.

The Director reported further in the matter of the charges made by Paul F. Harrington, Watchman, against Peter E. Cassidy, Watchman, that as requested at the previous meeting he had communicated to Mr Cassidy, the Trustees'

May 6, 1938

wish that he answer the Director's questions concerning the incidents involved in the charges, that Mr Cassidy had appeared on May 3rd to answer questions, and that there had also testified Mr Patrick J. McLaughlin, the Library's third watchman. The Director stated further that inasmuch as there was in no instance a witness to any incident involved in the charges or counter-charges it was impossible to substantiate either watchman's statements, that he was, therefore, sending the testimony in the matter as recorded by a court reporter to the Corporation Council for his advice, and that shortly there was expected a reply from the Corporation Council.

The Board discussed the problem raised in continuing both Mr Harrington and Mr Cassidy in view of their present relationship, and requested the Director to inquire into the possibility of effecting a transfer of Mr Cassidy to some other City Department.

The Director announced that there had been received by the Library a portrait of Daniel Webster by Charles Loring Elliott, the gift of Miss L. Louise Robinson of New York City in accordance with her expressed desire of several years ago, and that this portrait had been approved by the Art Commission. It was thereupon

Voted: that the Director be requested to convey to Miss L. Louise Robinson the very great appreciation of the Trustees of the Public Library of the City of Boston for her generous gift to the Library of a portrait of Daniel Webster by Charles Loring Elliott.

The President reported that on April 26 Mr Buxton, the Director, and himself had attended a hearing on the Library's budget for 1938 before the Committee on Appropriations of

May 6, 1938 the City Council, that the Committee had been sympathetic to the Library's needs, and had made no changes in the amounts finally allowed by the Mayor.

The Director reported that the City Council had passed the 1938 budget for the city on May 2, 1938.

The Director brought to the attention of the Board the necessity for curtailing the services offered by the Library in order to be able to operate the Library during 1938 within the budget allowances. He presented the several suggestions for curtailment which had been discussed earlier with His Honor the Mayor. Following a discussion of these, it was

Voted: that there be closed as of July 1, 1938 the Tyler Street Branch Library, the Roxbury Crossing Branch Library, the South Boston Branch Library, the Mount Bowdoin Branch Library, and that the Tyler Street Branch Library quarters be converted into a center for extension work, particularly to schools.

As a further measure of economy it was also

Voted: that the Central Library be closed on Sundays from June 15, 1938 to September 15, 1938.

The Director reported that certain of the Library's trust funds, namely approximately \$8,000 of the Benton Building Fund and \$23,000 of the Ainsley Fund, remained uninvested, that he had been informed by the City Treasurer that the aforesaid sums had been held in the hope of securing a more favorable bond market, but that, inasmuch as at the present time there seemed no prospect of such a market, the City Treasurer would proceed to their investment.

The Director reported that under today's date he had received from Lybrand, Tross Bros, and Montgomery a statement that the aforesaid firm had made an examination of the books

May 6, 1938 and of the cash and securities held by the City Treasurer as of the close of business on January 13, 1938, and that all cash and securities of the Library as listed on the City Treasurer's books had been counted or confirmed and that there had also been counted or confirmed the securities of the Benton Funds then in the custody of the City Treasurer but not at that time on his books. It was agreed that the aforesaid statement met the needs of an examination and checking of the Library's funds and securities for the current year.

The Director reported in the matter of the possible effect of the construction of the Huntington Avenue subway extension upon the water table under the Central Library building that he had received from Col. Thomas F. Sullivan, Chairman of the Boston Transit Commission a letter under date of May 2, in which Col. Sullivan stated that it was planned to construct a conduit under the subway at Blagden Street, and, furthermore, that the roof of the subway was to be below the water table level. The Director stated that he would report further in the matter at a later meeting.

The Director reported that, as authorized at the meeting on March 11, he had had carried through an investigation of the condition of the Gustavino arches under the Blagden Street sidewalk through the removal of two of the granite blocks of the sidewalk, that this investigation had been satisfactory in that it had shown the arches thus uncovered to be in excellent condition, and that so far as is to be judged from the

May 6, 1938 sample examination the remaining arches may be assumed to be in like condition.

Dissolved:

Elizabeth B Brockunier
Clerk.

Friday, May 6, 1938

The annual meeting of the Corporation, postponed from Monday May 2, 1938, was held at 5:55 o'clock p.m.

Present: Messrs Buxton, Hall, Lord and Sedgwick.

The President, Mr Sedgwick, in the chair.

The Corporation elected by viva voce vote its officers for the ensuing year.

First vote for President

Mr Buxton voted for John L. Hall,
Mr Hall voted for Robert H. Lord,
Father Lord voted for John L. Hall,
Mr Sedgwick voted for John L. Hall,
and John L. Hall was declared elected President.

First vote for Vice President

Mr Buxton voted for Robert H. Lord,
Mr Hall voted for Robert H. Lord,
Father Lord voted for Frank W. Buxton, Mr Sedgwick voted for Robert H. Lord, and Robert H. Lord was declared elected Vice President.

First vote for Clerk

Mr Buxton voted for Elizabeth B. Brockunier, Mr Hall voted for Elizabeth B. Brockunier, Father Lord voted for Elizabeth B. Brockunier, Mr Sedgwick voted for Elizabeth B. Brockunier, and Elizabeth B. Brockunier

May 6, 1938

was declared elected Clerk.

On motion duly made and seconded the following enabling acts were then taken:

Voted: that any member of the Corporation he and hereby is authorized to sign on behalf of the Corporation bills, special drafts, and payrolls of the Library.

and

Voted: that until the next annual meeting, the President or Vice President, or in the inability of either, any member of the Board of Trustees, he and hereby is authorized to sign contracts entered into by the Board.

Dissolved:

Elizabeth B Brockunier
Clerk.

The Clerk qualified for office by taking the following oath.

I, Elizabeth Brady Brockunier, solemnly swear that I will well and faithfully perform all the duties incumbent upon me as Clerk of the Trustees of the Public Library of the City of Boston; so help me God.

Elizabeth B Brockunier

Sworn and subscribed to before me this sixth day of May, A.D. 1938, at Boston, Suffolk County, Massachusetts.

(signed) Robert F. Dixon

NOTARY PUBLIC
My commission expires 11/21/39

I, Elizabeth Brady Brockunier, do solemnly swear that the oath of office above was taken by me, as it appears

Elizabeth B Brockunier

Sworn and subscribed before me this 13th day of April 1971

Notary Public

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May 20, 1938

Friday, May 20, 1938.

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Dixon, Kirstein, Lord, and Sedgwick.

The Vice President, Father Lord, in the chair.

The Board went immediately into executive session. The meeting thereafter was resumed.

The record of the regular meeting of May 6, 1938 and of the annual meeting of May 6, 1938, as presented were approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$2,515.59.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the May 31st draft, chargeable to the General Appropriation in the amount of \$17,633.11, and to Trust Funds Income in the amount of \$8,637.41.

Circular Letters No. 15, 16, and 17 from the Mayor's Office were read and ordered placed on file.

On recommendation of the Director it was

Voted: that there be granted to Muriel C. Cann, First Assistant, leave of absence without loss of pay for 32 days dating from April 8, 1938, because of illness certified by her physician, and Miss Cann having been in the service of the Library for ten years.

and

Voted: that there be granted to Anne M. F. Connolly, First Assistant, leave of absence without loss of pay for 27 days representing an absence from March 21-30 and an absence from April 19-May 10, 1938, because of illness certified by her physician, and Miss Connolly having been in the service of the Library for fourteen years.

May 20, 1938

The Director brought to the attention of the Board the case of a member of the staff, who for more than a year has been in very poor health, necessitating her absence from work for long intervals, and who now on the advice of her physician must cease work entirely for a lengthy period. He recommended that she be given a grant from the Whitney Fund. It was therefore

Voted: that there be paid to Pearl B. Smart, Branch Librarian, the sum of \$90 from the income of the Alice Lincoln Whitney Fund.

The Director brought to the attention of the Board a case of a member of the staff who for considerations of health is in especial need of financial assistance. In view of the unusual personal circumstances involved in this case, it was

Voted: that there be paid to Anna O'D. Hegarty, Assistant, the sum of \$50 from the income of the Alice Lincoln Whitney Fund.

On recommendation of the Director it was

Voted: that the following individual having passed the Entrance Examinations for the Graded Service and having completed satisfactorily six months as a Probationary Assistant, be appointed to the Permanent Service:

Elenice L. Keller

The Director indicated to the Board his desire to be relieved of duties on the spot during the summer months from the latter part of June to the early part of September. He stated that he would stand ready to return to Boston at any time if necessary. The Board assented to the proposed plans of the Director.

The Director reported on the conference held on May 10, 1938 by a committee of the Trustees, consisting of Messrs. Kirstein and Lord, with representatives of the Boston Library Club, Employees of the Boston Public Library, namely,

May 20, 1938

Miss Bessie L. Doherty and Messrs R. W. Zalik and Maurice Sagoff. He stated that at this meeting it had been brought out clearly by the representatives of the Board that the Trustees are glad to cooperate with members of the staff and their organizations in promoting the interests of the Library, that the Trustees welcome such organizations and desire them to be as strong and as representative as possible, but that only as such organizations act responsibly and for the good of the Library can there exist mutual understanding and cooperation. It had then been pointed out to the representatives of the Boston Library Club that in printed articles emanating from the Club there had occurred inaccuracies of statement which were not believed to be for the good of the Library.

Both Mr Kirsten and Father Lord expressed the belief that the meeting had been of value in setting forth a basis for future activities of the Club.

The Director reported further in the matter of the difficulties existing between two night watchmen in the service of the Library, stating that in conjunction with the proposed plan for adopting the service of the Boston Edison Company for supplying heat and light it would be possible to transfer both men to other City departments since the Library would no longer have need of watchmen with a fireman's license and can therefore engage men at \$33 per week instead of \$41.50.

In the matter of purchasing heat and light from the Boston Edison Company, the Director reported that arrangements had been made for the transfer of two engineers and three firemen from the Library to other City departments, and

May 20, 1938

pointed out that arrangements should therefore be made at once for purchasing from the Edison Company, since the transfer of the employees involved in the matter would be effective June 1, 1938. Following a discussion of the proposed charge of the Edison Company of approximately \$12,000 per year for heat and \$11,000 per year for light, it was

Voted: that a contract be drawn up and executed between the Boston Edison Company and the Trustees of the Public Library of the City of Boston for supplying the heat and light necessary to the operation of the Central Library building, said contract to be subject to the approval of the Corporation Council, and the costs to be satisfactorily confirmed.

The Director reported to the Board that there had been announced publicly on May 18, 1938 the proposed plan of closing the South Boston, Mt Bowdoin, Roxbury Crossing, and Tyler Street Branch Libraries.

The Director brought to the attention of the Board the necessity of appointing a new Finance Committee for the current year. It was agreed that the committee of the previous year, namely, Messrs Kirsten, Hall, and Sedgwick, should serve until the next annual meeting.

The Director presented a progress report from the City Treasurer, relative to investments of Benton Building Fund and Ainsley Fund monies in accordance with the instructions of the Finance Committee at its previous meeting, and a bill submitted by the City Treasurer for expenses in the sum of \$34.23 incurred in connection with the handling of the Benton Funds. It was agreed that the aforesaid amount should constitute a charge against the Benton Building Fund and the Benton Book

May 20, 1938 Fund. It was therefore

Voted: that Milton E. Lord, Director and Librarian of the Public Library of the City of Boston, be and he hereby is authorized and directed to request the City Treasurer to charge the sum of \$34.23 for expenses incurred by him in connection with the Benton Funds, one half of the aforesaid sum of \$34.23 to be a charge against the income of the Boston Building Fund, and one half to be a charge against the income of the Boston Book Fund - hence being a charge against the income accruing to the Rector of Trinity Church and six tenths against the income accruing to the Trustees of the Public Library of the City of Boston, pursuant to the provisions of the Agreement of Compromise, dated January 15, 1935, made in connection with the administration of the trust created under the Twelfth Clause of the will of Josiah H. Benton.

The Director presented to the Board a letter from His Honor the Mayor withholding permission to purchase further tiles from the LoCascio Company for purposes of repairing the Central Library building roof, and suggesting that the Library authorities confer with the Superintendent of Buildings, Mr Leo F. Powers, relative to repairs of the tile roof, particularly with a view to investigation of the possibility of carrying on the work of the repair of the tile roof as a W. P. A. project.

The Director reported that within the past few days an inspection of the roof had been made by Mr James H. Mooney, Building Commissioner, Col. Thomas F. Sullivan, Administrative Assistant of the Boston District of the W. P. A., and several other officials in connection with the possible development of a W. P. A. project for remedying the unsatisfactory condition of the tile roof. The Director stated that he would make a further report in the matter at a subsequent meeting.

The Director again brought to the attention

May 20, 1938

of the Board the advisability of having an official monthly bulletin for presenting announcements and matters of interest to members of the staff. It was agreed that the Director should prepare a dummy issue of such a bulletin for the consideration of the Board at its first meeting in the autumn.

Dissolved.

Elizabeth B Brockmire
Clerk.

Friday, June 3, 1938

June 3, 1938

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p. m.

Present: Messrs Buxton, Kirstein, Lord, and Sedgwick.

The Vice President, Father Lord, in the chair.

The record of the regular meeting of May 20, 1938 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$1,506.34.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the May 31st draft, chargeable to the General Appropriation in the amount of \$580.77, to 2:14: 0, France 1010, Rinks 106.80, Lire 127.50, to Trust Funds Income in the amount of £ 823:14: 2, Sov. Fres 519.20, Rinks 2909.07, France 7737.50, Eld. 70.45, Lire 577.20, and a special draft, chargeable to Trust Funds Income in the amount of \$90; also the June 30th draft, chargeable to the General Appropriation in the amount of \$104.50, and a special draft chargeable to Trust Funds Income in the amount of \$50.

Circular Letters No. 18 and 19 from the Mayor's

June 3, 1938

Office were read and ordered placed on file.

The Director presented a petition from Harry W. Mathews, First Assistant, requesting retirement for reasons of health under the provisions for retirement for World War veterans. The Director was requested to make the necessary arrangements for the retirement of Harry W. Mathews in accordance with the provisions of Chapter 32, Sections 56 and 57 of the General Laws of the Commonwealth.

On recommendation of the Director it was

Voted: that the following individuals, having passed the Entrance Examinations for the Graded Service and having completed satisfactorily six months as Probationary Assistants, be appointed to the Permanent Service:

Edna D. Clayton
Marjorie C. Grimes
Paul J. Spencer
Dorothy Stryker
Ralph W. Sullivan

On recommendation of the Director it was

Voted: that there be granted to Clara L. Jones, Assistant, leave of absence without loss of pay for 2 weeks dating from May 12, 1938, because of illness certified by her physician, and Miss Jones having been in the service of the Library for thirty-five years.

and Voted: that there be granted to Joseph A. Crowley, Assistant, leave of absence without loss of pay for 7 weeks dating from April 29, 1937, because of illness certified by his physician, and Mr Crowley having been in the service of the Library for twenty-nine years.

The Director brought to the attention of the Board certain requests which had been submitted to him by several organizations for permission to present plans for group hospital and medical service to members of the staff. He stated that the first organization to submit such a plan was The Blue Cross, a non-profit making organization. After consideration of the several plans, with Mr. Kirsten not voting, it was

Voted: that the Director be authorized to arrange for presenting to the members of the staff the plan for group hospital and medical service as offered by The Blue Cross, the manner of the presentation to be at the discretion of the Director.

June 3, 1938

The Director presented to the Board recommendations for step rate increases in pay prepared in accordance with the wishes of His Honor the Mayor that all individuals who have not reached their maxima and who do not receive more than \$2.00 per year or \$40 per week receive an increase in pay of \$1.00 per year or \$2.00 per week respectively. Following a discussion of such a basis for granting increases in pay it was agreed that action on the above mentioned basis should be taken this year since it is in accordance with the general plan prevailing throughout the City Departments, but the hope was expressed that in another year the development of the classification of personnel and promotional examinations as inaugurated during this present year would have proceeded far enough to afford a more adequate basis for determining the qualifications of individuals for increases in pay. It was therefore

Voted: that the pay of the following individuals be increased as follows, dating from June 3, 1938:

Director's Office		Division of Business Operations	
	From To		From To
Conlin, Elena	\$1500. \$1600.	Arnold, Lillian	31.00 33.00
DiDiamantonio, Eleanor	1400. 1500.	Cahill, Mary O'G.	26.00 28.00
Edson, Gregory J.	1700. 1800.	Cray, Edward P.	20.00 22.00
Ewing, Editha	1500. 1600.	Dufault, Roger L.	20.00 22.00
Grimes, Marjorie C.	20.00 1150.	Hanson, Alice C.	32.00 34.00
Roberts, Ruth Berlin	31.00 1725.	McCabe, Gertrude	29.00 31.00
Spencer, Paul J.	20.00 1150.	Mulloy, Harriet V.	32.00 34.00
Division of Business Operations		(cont'd)	
	From To		From To
Carney, Louise	\$1550. \$1650.	Nathanson, Bessie E.	20.00 22.00
Green, Samuel	1450. 1550.	O'Hara, William F.	29.50 31.50
Byers, Grace	20.00 22.00	Rea, Mary A. F.	25.00 27.00
O'Hara, Frances R.	23.00 25.00	Sinclair, Margaret C.	32.00 34.00
Treacy, Margaret E.	25.00 27.00	Tice, Isabelle L.	24.00 26.00
Sells Russo, Michael A.	29.00 31.00	Toorks, Alice F.	20.00 22.00
Ryan, Helen M.	27.00 29.00	Vinnicombe, Anne S.L.	21.00 23.00
		Wilson, Florence C.	25.00 27.00

June 3, 1938

Division of Business Operations (cont'd.)

	From	To		From	To
Finn, Martha H.	20.00	*22.00	Quadros, Earle A.	*16.50	*18.50
Mealey, John J.	29.00	31.00	Deraney, Louis M.	15.00	17.00
Murphy, Frederick J.	28.00	30.00	Murphy, Charles W.	20.00	22.00

Reference Division

	From	To		From	To
Carr, Margaret J.	*11.50	*12.50	Slatcher, Harry C.	*25.00	*27.00
Devlin, Eleanor R.	20.00	22.00	Gorham, Katherine J.	34.00	36.00
La Pointe, Mary M.	11.50	12.50	Hackett, Alice E.	30.00	32.00
McLillicuddy, James C.	11.50	12.50	Hall, Virginia A.	22.00	24.00
Murray, Salome	15.50	16.50	Kalish, Abraham H.	32.00	34.00
Nelson, Lulu M.	10.50	11.50	Kennedy, James L.	35.00	37.00
Couture, Evelyn E.	21.00	23.00	Kespert, Frances E.	22.00	24.00
Niland, Edward J.	20.00	22.00	Lissner, Esther	32.00	34.00
Sullivan, Katherine L.	31.00	33.00	Locke, Gladys E.	32.00	34.00
Waters, Martin F.	20.00	22.00	Lynch, Barbara	22.00	24.00
Weinberg, Sidney	20.00	22.00	Lynch, Joseph	31.00	33.00
Carroll, John M.	25.00	27.00	McCarthy, William H.	35.00	37.00
Carley, George E.	20.00	22.00	Murtagh, Patrick O.	20.00	22.00
Edson, Mary J.	27.00	29.00	Nagle, Paul E.	20.00	22.00
Newsome, Florence W.	14.50	30.00	O'Connor, Mildred C.	22.00	24.00
Sally, Russell A.	29.00	31.00	Pappoutsakis, Michel	29.00	31.00
Chalifoux, Mildred A.	29.00	31.00	Piccolo, Palmira	20.00	22.00
Drucker, Irving E.	22.00	24.00	Rudd, Benjamin W.	34.00	36.00
Earley, William J.	20.00	22.00	Starr, Aaron A.	26.00	28.00
Gilmartin, Sylvia C.	27.00	29.00	Steinberg, Minna	29.00	31.00
Goren, Ethel	20.00	22.00	Treu, Olive F.	26.00	28.00
Kaufman, Helen L.	22.00	24.00	von Schoppe, Edith A.	25.00	27.00
Morrow, Dorothy T.	27.00	29.00	MacFadden, Priscilla	34.00	36.00
Pochler, Jane E.	24.00	26.00	Burns, James A.	20.00	22.00
Querson, Frederick	20.00	22.00	Dixon, Robert, Jr.	20.00	22.00
Barry, Henry F.	20.00	22.00	O'Seario, William	20.00	22.00
Breen, Thomas F.	20.00	22.00	Johnson, George C.	24.00	26.00
Campbell, M. Theresa	32.00	*34.00	Jones, Clara L.	27.00	29.00
Crosby, May L.	32.00	34.00	Mason, Alice	27.00	29.00

* Receives \$1.92 per week (\$100 per year) additional for 35 years of service.
 * * Receives \$3.85 per week (\$200 per year) additional for 40 years of service.
 * * * Receives \$5.77 per week (\$300 per year) additional for 45 years of service.

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Reference Division - (cont'd.)

	From	To		From	To
Sullivan, Joseph	*20.00	*22.00	Reper, Robert	20.00	22.00
Woodworth, Kathleen M.	28.50	30.50	Sullivan, Estelle	21.00	22.00
Zauzgy, Julia R.	30.00	32.00	Sullivan, Philomena	20.00	22.00
Higgins, Charles L.	20.00	22.00	Sullivan, Ralph	20.00	22.00
Walsh, Sarah E.	22.00	24.00	Wilfert, Mary	20.00	22.00
Bell, Gerald	26.00	28.00	Wilson, Mary	20.00	22.00
Bean, Mary T.	20.00	22.00	Burkatt, Leonard	20.00	22.00
Calhoun, Vera	20.00	22.00	Elliott, Minerva L.	31.00	33.00
Clagton, Edna B.	20.00	22.00	Smith, Herbert L.	22.00	24.00
Coleman, Beatrice	37.00	39.00	Stryker, Dorothy	20.00	22.00
Costa, Santa M.	28.00	30.00	Bazal, Ruth	20.00	22.00
Coyte, Mary J.	20.00	22.00	Cushman, Marie J.	20.00	22.00
Crowley, Joseph A.	33.00	35.00	Osherty, Francis	20.00	22.00
Curelop, Jeanne	20.00	22.00	McDonough, Mary M.	32.00	34.00
Daily, Margaret M.	20.00	22.00	McLillicuddy, Elizabeth	23.00	25.00
Diedrichs, Marjorie	20.00	22.00	McLoom, Charles H.	20.00	22.00
Ennis, Flora A.	31.00	33.00	Partridge, Ollie J.	23.00	25.00
Ginsburg, Ada	20.00	22.00	Wright, Elizabeth	20.50	21.00
Hoggins, Rita	20.00	22.00	Anapolsky, Max	21.50	23.50
Heggarty, Anna B.	20.00	22.00	Barnes, Kenneth C.	22.00	24.00
Johnston, Mary E.	20.00	22.00	Bluhm, Walter	20.00	22.00
Lang, Rosalie	20.00	22.00	Gartland, Henry J.	20.00	22.00
McDonough, Cecilia	20.00	22.00	Kanter, Leonard J.	20.00	22.00
McDonough, Eamon E.	20.00	22.00	Kilbrick, Jordan R.	20.00	22.00
McGowan, William	37.00	39.00*	O'Connell, Bridie	22.00	24.00
Mackin, Ruth F.	20.00	22.00	O'Neil, B. Joseph	20.00	22.00
Marvin, Grace	20.00	22.00	Shaw, Dorothy	34.00	36.00
Matzkin, Lillian	20.00	22.00	Adams, Elizabeth L.	24.00	26.00
Moore, Anne L.	20.00	22.00	Cassidy, Margaret L.	**	**
Niland, John J.	20.00	22.00	Devlin, Anne E.	20.00	22.00
Pierce, Claire	20.00	22.00	McCusker, Honor	30.00	32.00
Pirains, Theodora	20.00	22.00	Kehoe, Mary J.	24.00	26.00
Prescott, Agnes M.	20.00	22.00	Munsterberg, Margaret	32.00	34.00
Rumphret, Ellen M.	22.00	24.00	Bochner, Roberta	20.00	22.00
Reynolds, Mary A.	37.00	39.00	Boudreau, Mary M.	20.00	22.00
Robbins, Mary A.	20.00	22.00	Buckmann, Anna M.	20.00	22.00

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Reference Division - (cont'd.)

	From	To		From	To
Coulson, Helene F.	23.00	25.00	Riggs, Albert W.	20.00	22.00
Dowling, Margaret T.	20.00	22.00	Ryan, Leo T.	20.00	22.00
Hurley, Margaret	20.00	22.00	Shapiro, William M.	22.00	24.00
Lowney, Stella M.	20.00	22.00	Sullivan, Lorraine	39.00	40.00
McDonnell, Mary L.	20.00	22.00	Barry, Elizabeth L.	39.00	40.00
Mulvaney, Mary E.	35.00	37.00	Daly, Mary T.	20.00	22.00
Carlson, Carl	20.00	22.00	Eaton, Pauline R.	20.00	22.00
Lasser, Mildred	20.00	22.00	Mulloney, Arthur W.	20.00	22.00
McLaughlin, Charles	20.00	22.00	Manning, Anna L.	39.00	40.00
Manning, Thomas J.	34.00	36.00	Leonard, Esther J.	20.00	22.00
McCarthy, John T. P.	20.00	22.00	McCarthy, Grace L.	20.00	22.00

Circulation Division

	From	To		From	To
Jordan, Christiana F.	29.00	31.00	Kovacs, Lillian E.	21.00	23.00
Silman, Mary L.	28.00	30.00	Brennan, Helen A.	21.00	23.00
Waters, Alice M.	27.00	29.00	Burroughs, Lillian	24.00	26.00
Goodwin, Ruth	24.00	26.00	Freeman, Effie L.	21.00	23.00
McDonagle, Frances	21.00	23.00	McQuency, Margaret	28.00	30.00
Houder, Mildred	20.00	22.00	Murphy, Helen S.	26.00	28.00
Flynn, Anna	20.00	22.00	Harmon, Helen	21.00	23.00
LaRocca, Julia	31.00	33.00	Sather, Ruth B.	31.00	33.00
Dennison, Mary	27.00	29.00	Langille, Edna C.	31.00	33.00
Lawrence, Myrtis	23.00	25.00	O'Leary, Eleanor	29.00	31.00
Lenahan, Catherine O.	20.00	22.00	Renfrew, Susan W.	27.00	29.00
Moran, Helen F.	29.00	31.00	Grace, Gertrude S.	24.00	26.00
Madden, Geraldine	28.00	30.00	Lepie, Frances	24.00	26.00
Olivier, Evelina	26.00	28.00	MacBain, Mildred	24.00	26.00
Chopas, Clara	20.00	22.00	Holt, Madeline	30.00	32.00
Caughlin, Mary F.	20.00	22.00	Traverso, Mary R.	29.00	31.00
McManus, Florence	30.00	32.00	Wadsworth, Irene	27.00	29.00
Ligon, Pauline	29.00	31.00	Bloom, Mildred B.	20.00	22.00
Golden, Mary	27.00	29.00	Horkunas, Eleanor	20.00	22.00
Smith, Elizabeth	20.00	22.00	Kalin, Freda	20.00	22.00
Adelson, Mildred	20.00	22.00	Cann, Muriel	1800.	1900.
Dunn, Agnes	30.00	32.00	Jordan, Elizabeth M.	31.00	33.00
Chenauer, Marjorie	31.00	33.00	Toohy, Geraldine	28.00	30.00
Nazzaro, Cecilia	28.00	30.00			

June 3, 1938

Circulation Division - (Continued)

	From	To		From	To
Bickford, Lillian	27.00	29.00	Metralf, Louise	20.00	22.00
Ellis, Marion	24.00	26.00	Wetherald, Isabel	2050.	2100.
Fraser, Catherine	20.00	22.00	Reis, Annie	31.00	33.00
Kaufman, Mildred	20.00	22.00	Offutt, Ellen J.	28.00	30.00
Caine, Dorathia M.	20.00	22.00	Cornet, Elise	27.00	29.00
Winnick, Pauline	20.00	22.00	Hertzog, Marion R.	30.00	32.00
Warling, Florence	30.00	32.00	O'Melia, Pauline	28.00	30.00
Barry, Julia	24.00	26.00	Connell, Marian L.	27.00	29.00
Lindquist, Ethel E.	21.00	23.00	Kimball, Ethel	27.00	29.00
Armstrong, Anne	21.00	23.00	Rossick, Sadie B.	20.00	22.00
Ames, Mary E.	2050.	2100.	Martin, Marie T.	20.00	22.00
Fisher, Bessie	30.00	32.00	Mitchell, Madeline	20.00	22.00
Lilja, Taimi	28.00	30.00	Hodges, Elizabeth	20.00	22.00
Deary, Marcella	24.00	26.00	Tauch, Lisette	31.00	33.00
Polishook, Louise	20.00	22.00	Moran, Veronica	31.00	33.00
Engler, Martha	20.00	22.00	Morgan, Margaret A.	27.00	29.00
Leufgren, Gertrude	31.00	33.00	Lynch, Anna L.	27.00	29.00
Peterson, Ellen	31.00	33.00	McDonald, May	24.00	26.00
Chippendale, Grace	28.00	30.00	Richman, Sarah	24.00	26.00
Coleman, Anne	26.00	28.00	Presente, Mildred	23.00	25.00
Cohen, Minna A.	24.00	26.00	Landrey, Kathleen	21.00	23.00
Willis, Rebecca	1800.	1900.	Largery, Jean M.	20.00	22.00
Loughman, Catherine	31.00	33.00	Fishburne, Ruth	20.00	22.00
Lawyer, Sara G.	28.00	30.00	Sheftel, Alice	20.00	22.00
Green, Evelyn	29.00	31.00	Kernachan, Elizabeth	31.00	33.00
Burke, John	20.00	22.00	Sagoff, Helen	29.00	31.00
Keller, Glenice	20.00	22.00	White, Gladys	27.00	29.00
Nichols, Mary	1950.	2050.	Coghlan, Agnes	24.00	26.00
Day, Elinor	28.00	30.00	Rogers, Elva	21.00	23.00
Perella, Margaret	24.00	26.00	Reid, Margaret	2050.	2100.
Connors, Anne	20.00	22.00	McGuinness, Anna T.	27.00	29.00
Lagamasino, Lillian	20.00	22.00	Lacher, Etta	24.00	26.00
Loughlin, Grace B.	1900.	2000.	Ross, Hazel	24.00	26.00
Nason, Ralph A.	27.00	29.00	McGovern, Margaret	1900.	2000.
Rains, Louise	20.00	22.00	Kelly, Catherine	26.00	28.00

*Receives \$1.92 per week (\$100 per year) additional for 35 years of service.
 **Receives \$3.85 per week (\$200 per year) additional for 40 years of service.
 ***Receives \$5.77 per week (\$300 per year) additional for 45 years of service.

Circulation Division - (Continued)

June 3, 1938

	From	To		From	To
Connell, Helen	24.-	26.-	Feldman, Dora	29.-	31.-
Lowe, Marion	31.-	33.-	Rizzotto, Mary	28.-	30.-
Carroll, Sally D.	28.-	30.-	Lambert, Helen T.	27.-	29.-
Cohen, Pauline	27.-	29.-	Brady, Marie J.	21.-	23.-
Rost, Winifred	27.-	29.-	Hourse, Dorothy	1800.	1900.
Cooper, Charlotte	24.-	26.-	Warner, Rosalyn	24.-	26.-
Conti, Rose	20.-	22.-	Bickford, Florence F.	21.-	23.-
Bruno, Frank T.	20.-	22.-	Michelman, Mildred	20.-	22.-
Abramson, Rosalie	20.-	22.-	Hersey, Irene L.	29.-	31.-
Flannery, Catherine	1950.	2050.	Hayes, Ruth	29.-	31.-
Nilson, Olive M.	24.-	26.-	Abbot, Marion	29.-	31.-
Campbell, Alice K.	24.-	26.-	Bell, Anna	24.-	26.-
Powell, Marie M.	20.-	22.-	Michelson, Ruth	24.-	26.-
Hill, Bradford	31.-	33.-	Kneeland, Alberta	23.-	25.-
Donovan, Marguerite	28.-	30.-	Hastie, Marie T.	20.-	22.-
Scannell, Geraldine	27.-	29.-	Flood, Dorothy	20.-	22.-
Burns, Margaret	24.-	26.-	Kurland, Mildred W.	31.-	33.-
Gould, Beatrice	20.-	22.-	Millmeister, Rebecca	29.*	31.*
Bailey, Edith H.	1800.	1900.	Collins, Katherine	27.-	29.-
Palmer, Beatrice	24.-	26.-	Riley, Mary G.	27.-	29.-
Wright, Margaret E.	20.-	22.-	Sagoff, Maurice	23.-	25.-
Claiated, Jessie M.	31.-	33.-	Johnson, Ernest	21.-	23.-
Lento, Louise	28.-	30.-	Globus, Nellie	20.-	22.-
Locke, Gertrude	24.-	26.-	Walker, Pauline	30.-	32.-
Connor, Mary E.	24.-	26.-	MacIntire, Marjorie	29.-	31.-
Barnett, Edna A.	21.-	23.-	West, J. Laurelle	24.-	26.-
O'Connor, Frances	20.-	22.-	Kessell, Etta	24.-	26.-
Boudreau, Elizabeth	31.-	33.-	Liben, Catherine M.	23.-	25.-
Lima, Anna P.	28.-	30.-	Fitch, Rose T.	22.-	24.-
Barclay, Phyllis	25.-	27.-	McCarthy, Marion	39.**	40.**
Kavin, Mary	1800.	1900.	McElman, Mary	28.-	30.-
Hackett, Mary A.	31.-	33.-	Forrest, Lillian	22.-	24.-
Kennedy, Marie M.	29.-	31.-	Jordan, Janet	20.-	22.-
Killgoar, Louise	24.-	26.-	Lange, Emilia	20.-	22.-
Belzer, Lillian	27.-	29.-	Locke, Catherine	20.-	22.-
Niuttala, Irene	22.-	24.-	Haglerwood, Ethel	38.-	40.-
Connolly, Anne M.	31.-	33.-	Gillis, Charles	34.-	36.-

Circulation Division - (Continued)

From To

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Lay, Jean	31.-	33.-
Fichter, Francis	28.-	30.-
Casey, Edward	20.-	22.-
Doherty, Bessie	32.-	34.-
Izabek, Chester	32.*	34.*
Levy, Evelyn	27.-	29.-
Keswick, Bertha	27.-	29.-
Andrievsky, Harry	24.50.	26.50.
Brennan, Anna	22.-	24.-
LeVangie, Celeste	20.-	22.-
Karaian, Rose	20.-	22.-
Hankey, John	20.-	22.-
Smeed, Ada	20.-	22.-
Haviland, Alice V.	1150.	1250.
Waher, Sarah	1950.	2050.
Canell, Ruth	1550.	1650.
Peck, Edna	1950.	2050.
Tay, Mary	38.-	2100.
Doyle, Mary	31.-	33.-
Billman, Evelyn	22.-	24.-

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The Director presented to the Board a list of certain trust funds of the Library of which the income, by previous action of the Board, is to be applied to certain purposes until otherwise ordered by the Board. In order to remove the restrictions on the use to which the income of the aforesaid funds might be put, it was thereupon

Voted: that the income of the following funds be made available from this date for general purposes, unless otherwise ordered by the Board.

Charles W. L. W. Bernard Fund
Joseph W. Center Fund
Daniel S. Ford Fund
Alfred Hemmaway Fund
Franklin P. Kiple Fund
Helen Lambert Fund
Gardner C. North Fund
Francis Skinner Fund
Mary Elizabeth Stewart Fund

The following action was then taken

Voted: that as a supplement to the present salary of Milton C. Lord, Director and Librarian, which is in the amount of \$8500 per annum, there be paid to him, from the income of unrestricted trust funds belonging to the Trustees of the Public Library of the City of Boston, the sum of \$750 immediately, to cover the period January 1 to June 30, 1938, and thereafter, until further notice, \$375 at the end of each succeeding quarter.

The Director brought to the attention of the Board a communication from the City Treasurer stating that in connection with the administration of the Ainsley Fund he had expended the sum of seventy cents (\$.70). It was agreed that minor expenses incurred by the City Treasurer in the administration of the Library's trust funds, not to exceed in amount the sum of \$50, be paid in the usual routine as an ordinary charge against trust funds.

The Director brought to the attention of the Board the several developments in the matter of entering into a contract with the Boston Edison Company for supplying the Central Library with heat and light. He presented to the Board a letter, under

June 3, 1938

date of May 26, received from His Honor the Mayor in which the Mayor requested that the Trustees hear before proceeding with such a contract the plan submitted to His Honor by Mr H. A. Russell, representing the Operating Engineers Union, a plan whereby the present plant will continue to operate at a cost not in excess of the estimated cost of the Edison Company. In his letter the Mayor also requested information as to whether the estimated saving was based on findings of an independent survey or upon data supplied by the Edison Company. The Director stated that he had replied to the Mayor stating the several advantages to be derived from entering into a contract with Edison and informing him that arrangements for conducting an independent survey had already been entered into by the Trustees. After a discussion of the matter it was agreed that the Board should hear the plan of Mr Russell at some time convenient to the members of the Board.

The Director then reported that, as suggested at the last meeting, he had conferred with Dr Vannevar Bush, Vice President of the Massachusetts Institute of Technology, relative to obtaining confirmation of the estimates, the probable costs, and the engineering practices and considerations involved in the proposal of the Edison Company, such examination to be conducted by an agency independent of the Edison Company. He stated that Mr Bush had suggested the availability of Messrs. Jackson and Moreland, Engineers, for such work, stating that this firm had very satisfactorily conducted a similar investigation for the Institute of Technology itself when it was considering the purchase of its power from Cambridge Edison Company. It was agreed that such an investigation should be carried through at once and the Director was authorized

June 3, 1938 to expend a reasonable amount for the services of Messrs. Jackson and Moreland for this purpose.

The Director also reported that, as requested at the last meeting, he had submitted to the Corporation Counsel the form of contract proposed by the Boston Edison Company. He stated that he had received an informal report in the matter from the Law Department, suggesting that a letter should be sent to His Honor the Mayor requesting permission to award without advertising such a contract, giving the advantages of such a change, the saving to be effected, and the reasons for not advertising. The Law Department had also indicated that a bond for faithful performance of duty should be secured and had suggested a slight change in the wording of the contract.

The Director presented to the Board an Order passed by the City Council requesting the establishment of a branch library in the Forest Hills section of the city. The Director was requested to acknowledge the Order on behalf of the Board, setting forth that the Trustees are not at present possessed of the necessary funds for action along the lines requested.

The Director brought to the attention of the Board requests received from several groups and one individual to appear before the Trustees relative to the proposed closing on July 1, 1938, of four branch libraries. After consideration of the several requests the Trustees agreed to hear the aforesaid groups on June 7 and 8. The Director was requested to notify City Councillor Sidney Rosenberg appearing relative to Mount Bowdoin, the South Boston Citizens Association appearing relative to South Boston, The Little House also appearing relative to South Boston, and a committee from Tyler Street section appearing relative to Tyler

Street that the Board would hear them on June 7 and 8.

Inasmuch as the Trustees were to meet for hearing the above mentioned groups on June 7 and 8 it was agreed that Mr H. W. Russell should be heard at the same time relative to the considerations which he wished to offer for the operation of the Central Library's heating and lighting plant.

The Director indicated to the Board that as an additional measure of economy in operation of the Central Library he was proceeding to discontinue the indicator record maintained at Bates Hall Centre Desk since this record duplicated that at the Issue Department on the same floor. He stated that discontinuance of this record would make it unnecessary to fill a vacancy existing at present in the staff of the Bates Hall Centre Desk.

The Director reported in the matter of the cleaning of the mural paintings in the Central Library building, stating that no action had been possible in the cleaning of the Puvis de Chavannes murals until after the passage of the budget for the year, but that an attempt would be made shortly to carry out the recommendations of the Art Commission in this respect. He stated further that in the matter of the Sargent murals certain preliminary cleaning under the direction of the Art Commission had been done by employees of the Library, that this preliminary cleaning had disclosed certain aspects that had led the Art Commission to enlist the aid of Mr W. H. Constable, Curator of Paintings at the Museum of Fine Arts, and that upon his recommendations certain work on these paintings would be carried through. The Director stated that funds were available for work on the Sargent paintings from the income of a trust fund

June 3, 1938

June 3, 1938 left for that purpose.

The Director requested permission to hold the Boston Book Fair in the Central Library next November in connection with an "Open House" week in the Central Library during which there would be on view the annual exhibits in connection with Catholic Book Week and Children's Book Week. He stated that the Library was greatly in need of additional and more adequate exhibition cases than at present available, that such could be placed to advantage in the Sargent Hall and in the wall spaces of the main Entrance Hall, and that he would ascertain the possibilities of such additional cases being obtained from the balance in the special appropriation made several years ago for the improvement of the Central Library Building. The Board assented to the proposed action.

The Director reported to the Board that a proposal had been made by the City Council for a five-day week in City Departments where possible during the summer months. He stated that, should the Mayor approve the proposal, arrangements would be made for carrying it out in the Library on a basis similar to that of last year. In order to cover adequately the Business Branch and the Kristin Branch Library during five days in the week, however, he stated that it would be advisable to close that building entirely on Saturdays.

The Director brought to the attention of the Board that provision should be made for the signing of payrolls, bills, and checks at any time during the summer months when there might be absent from the Library all at once the officers authorized to sign, namely, the Director, the Clerk of the Trustees, and the Comptroller. It was therefore

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Voted: that in the absence of the Director, the Clerk, and Comptroller the senior of the two Chief Librarians on duty be authorized to sign payrolls of the Library.

Voted: that in the absence of the Director the Comptroller be authorized to countersign checks drawn by the Auditor of the Library upon the petty cash checking account maintained with the New England Trust Company.

In order that contracts on behalf of the Trustees might be carried through during the summer months and until the next regular meeting of the Board it was

Voted: that during the summer months and until the next regular meeting the President, or Vice President, be and hereby is authorized to make and enter into contracts on behalf of the Trustees of the Public Library of the City of Boston.

The Director submitted a report in the matter of a certain member of the staff, removed from her position of Branch Librarian on December 15, 1937, and reappointed to the service as an Assistant. He stated that the services of the individual in question in the branch library in which she had been working were far from satisfactory, that there had occurred little change in her conduct of her duties, and that shortly there would have to be made provision for her elsewhere in the system.

The Director reported that since the beginning of the calendar year there had been followed the policy of leaving all vacancies as they have occurred unfilled as far as possible, pending the conclusion of action in the matter of closing certain branch libraries. He stated that with the closing of the branch libraries there would be absorbed into existing vacancies in the branch libraries all individuals displaced from the closed branches, with the exception of four individuals. Of these one would not be available for place -

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ment because of having to leave the library service for an indefinite period because of illness, while the remaining three would be absorbed into vacancies elsewhere in the library system. Recommendations were then made by the Director for the placement of the titular Branch Librarians about to be displaced by the closing of the branch libraries to which they are at present appointed.

The Director recommended that there be placed in charge of the new development to be set under way, with headquarters at the Tyler Street municipal building, for extension service to the schools in the districts where branch libraries are to be closed, Miss Beatrice M. Flanagan, Branch Librarian of the Memorial Branch Library, who has had long experience in work with schools while being in charge of the only branch library located in a school building. It was therefore

Voted: that Beatrice M. Flanagan be appointed Chief of the School Department, the appointment to be put into effect at the discretion of the Director as determined by the needs of the library service.

The Director recommended that Miss Margaret I. McGovern, Branch Librarian of the Neponset Branch Library, be appointed to the Memorial Branch Library. It was therefore

Voted: that Margaret I. McGovern be appointed Branch Librarian of the Memorial Branch Library, the appointment to be put into effect at the discretion of the Director as determined by the needs of the library service.

The Director recommended that Miss Elizabeth B. Boudreau, First Assistant, and Assistant in Charge of the Roxbury Crossing Branch Library, be appointed Branch Librarian of the Neponset Branch Library. It was therefore

June 3, 1938

Voted: that Elizabeth B. Boudreau be appointed Branch Librarian of the Neponset Branch Library, at a salary of \$700 per annum, the appointment to be put into effect at the discretion of the Director as determined by the needs of the library service.

The Director recommended that Miss Mary A. C. Xavin, Branch Librarian of the South Boston Branch Library, be appointed to fill the vacancy which will come into being during the summer months through the retirement of Miss Isabel E. Wetherald, Branch Librarian of the Lower Mills Branch Library. It was therefore

Voted: that Mary A. C. Xavin be appointed Branch Librarian of the Lower Mills Branch Library, following the retirement of the present Branch Librarian, and the appointment to be put into effect at the discretion of the Director as determined by the needs of the library service.

The Director recommended that Mrs. Grace B. Laughlin, Branch Librarian of the Kipstein Branch Library, be appointed to fill the vacancy which will come into being during the summer months through the retirement of Miss Alice V. Stevens, Chief of the Branch Issue Department. It was therefore

Voted: that Grace B. Laughlin be appointed Chief of the Branch Issue Department, following the retirement of the present Chief, and the appointment to be put into effect at the discretion of the Director as determined by the needs of the library service.

The Director recommended that Miss Dorothy F. Nourse, Branch Librarian of the Tyler Street Branch Library, be appointed Branch Librarian of the Kipstein Branch Library. It was therefore

Voted: that Dorothy F. Nourse be appointed Branch Librarian of the Kipstein Branch Library, the appointment to be put into effect at the discretion of the Director as determined by the needs of the library service.

The Director stated that all the above recommendations were supported by the Chief Librarian of the Circulation Division after long and careful consideration.

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ation of all individuals, both those available from the personnel displaced by the closing of branch libraries and others, whose position and qualifications would naturally entitle them to consideration.

He stated that the Chief Librarian of the Circulation Division had canvassed all of the possibilities likewise with the Supervisor of Branch Libraries and the Supervisor of Work with Children.

Dissolved.

Elizabeth B. Brockmeyer
Clerk.

June 10, 1938

Friday, June 10, 1938.

A special meeting of the Corporation was held in the Trustees Room at 4:30 P.M.

Present: Messrs. Buxton, Epstein, Lord and Sedgwick.

The Vice President, Father Lord, in the chair.

The record of the regular meeting of June 3, 1938 as presented was approved, after the following amendment had been made therein:

Voted: that the pay of the following individual be increased as follows, dating from June 3, 1938:

Harriet Weatherbee, Assistant, from \$22.00 to \$24.00.

Circular Letter No. 21 from the Mayor's Office was read and ordered placed on file.

The Vice President reported that since the last meeting hearings had been accorded to several individuals and groups concerning the proposed closing of certain branch libraries, as follows: to City Councillor Sidney Rosenberg on behalf of the Mt Bowdoin Branch Library; to the Executive Committee of the South Boston Citizens' Association, and to Mr Henry R. Atkinson and Mrs Beata B. Cleary representing The Little House of South Boston, on behalf of the South Boston Branch Library; and to a comm-

June 10, 1938

ittee from the Tyler Street district, headed by Messrs. Edward W. Hudson and Santo Marino of Dennison House, on behalf of the Tyler Street Branch Library.

Following discussion of the needs of these several communities as revealed in the hearings, it was agreed to request Father Lord and Mr Sedgwick to confer with His Honor the Mayor relative to the desirability of meeting the community needs of the Mt Bowdoin and the South Boston districts by keeping the Mt Bowdoin Branch Library and the South Boston Branch Library open, if possible. It was agreed also that there should be presented to the Mayor the desirability of setting up in the Tyler Street Municipal Building, in the quarters now occupied by the Tyler Street Branch Library, a school center for extension work to the schools in those districts in which branch libraries are about to be closed, namely the Tyler Street district and the Roxbury Crossing District. It was therefore

Voted Unanimously: that the Mt Bowdoin and the South Boston Branch Library be kept open, subject to the approval of His Honor the Mayor.

And it was further

Voted Unanimously: that in view of the proposed closing of certain branch libraries there be set up in the quarters now occupied by the Tyler Street Branch Library a school center for extension work to the schools in the districts in which branch libraries are to be closed, subject to the approval of His Honor the Mayor.

The Director presented for the information of the Board a report concerning certain activities of a member of the library staff which he had investigated and found not to be in the best interests of the Library. He stated that he would carry his investigation further, taking such interim action as might prove to be necessary, and then report to the Board his final findings.

June 10, 1938 Dissolved:

Clerk pro tem.

June 24, 1938

Friday, June 24, 1938.

A special meeting of the Corporation was held in the Trustees Room at 4:00 P.M.

Present: Messrs Buxton, Lord, and Sedgwick.

The Vice President, Father Lord, in the chair.

The Board went immediately into executive session.

Upon resumption of the meeting the record of the special meeting of June 10, 1938 was approved after certain changes had been made therein.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$1,107.44.

Circular Letters No. 22 and 23 from the Mayor's Office were read and ordered placed on file.

Notice was received that His Honor the Mayor had reappointed Mr Sedgwick as a Trustee of the Public Library for the five year term ending on April 30, 1943. Mr Sedgwick presented a certificate from the City Clerk that he had duly appeared and been sworn to perform faithfully the duties of the office.

The Director reported that on June 8, 1938 Arthur F. Clarke, surviving Trustee under the will of the late Josiah H. Benton, had filed his final accounts as directed by the decrees entered by the Probate Court of Suffolk County under date of April 9, 1938. He stated that at the same time Mr Clarke had delivered to the Treasurer of the City of Boston cash in the amount of \$59,912.80, together

with certain securities, representing the balance of the residuary estate of Mr Benton, including the Martha Ellen Fisher Trust, not previously delivered by him to the Trustees of the Public Library. He pointed out that Mr Clarke had not, however, made any payment whatever of the amounts which had been allowed by the Court in the 1st to 20th accounts of the Martha Ellen Fisher Trust and in the 1st to 20th accounts of the residuary estate of Mr Benton, as filed by Mr Clarke. He indicated that the items which were not allowed by the Court, together with interest thereon, total slightly over \$100,000 in round figures. After considering a report submitted by the Corporation Counsel in the matter, it was

Voted: that the Corporation Counsel of the City of Boston be requested to take the necessary steps to require Arthur F. Clarke, surviving Trustee under the will of the late Josiah H. Benton, to satisfy the requirements of the decrees entered by the Probate Court in Suffolk County under date of April 9, 1938, looking toward the payment of such sums as are set forth in the decrees, together with interest thereon through December 31, 1936 and in addition any interest which shall have accrued from that date up to the date of settlement, and also to take any further steps which may be necessary to satisfy the claims of the Trustees of the Public Library of the City of Boston against the said surviving Trustee under the will of the late Josiah H. Benton.

The Director reported that, of the total cash payment of \$59,912.80, made on June 9, 1938 by Arthur F. Clarke, surviving Trustee under the will of the late Josiah H. Benton, to the City Treasurer in representation of the Trustees of the Public Library, the part applicable to the principal accounts of the Benton Building Fund and the Benton Book Fund is in the amount of \$40,703.25, and the part applicable to the income accounts of the Benton Building Fund and the Benton Book Fund is in the amount of \$19,209.55, and that all of the securities turned over are applicable in equal parts to the

June 24, 1938 principal accounts of the Benton Building Fund and the Benton Book Fund. He stated that the computation of the above amounts had been made by Messrs. Stewart, Watts, and Bollong, Certified Public Accountants, at the request of the Corporation Counsel of the City of Boston. He indicated that these securities and cash should now be allocated to the principal and the income accounts of the Benton Building Fund and the Benton Book Fund respectively. It was therefore

Voted: that Milton E. Lord, Director and Librarian of the Public Library of the City of Boston, be and he hereby is authorized and directed to cause to be divided into two equal parts that portion of the principal of the residuary estate bequeathed and devised to said Trustees by the 12th clause of the will of Josiah H. Benton, as defined in clause (2) of the Agreement of Compromise dated January 15, 1935 and made in connection with the administration of the trust created by said clause, and turned over to the Trustees of the Public Library on or about June 9, 1938; and

Further Voted: that one of said parts be added to the principal of the Benton Building Fund and that the other of said parts be added to the principal of the Benton Book Fund; and

Further Voted: that said Milton E. Lord be and he hereby is authorized and directed to cause to be divided into two equal parts the income and interest (hereinafter in these votes referred to as the accumulated income) accrued upon the principal aforesaid between the death of the several beneficiaries therein and the date of receipt of said accumulated income by said Trustees, and turned over to said Trustees on or about June 9, 1938, and to add one of said parts to the Benton Building Fund; and

Further Voted: that in determining what securities and what amount of cash so turned over constitute said principal and what securities and what amount of cash constitute said accumulated income, said Milton E. Lord shall cause to be followed the determination made by Stewart, Watts, and Bollong, certified public accountants, and set forth in their report dated October 11, 1937, entitled Estate of Josiah H. Benton -- Report on Examination for the Period from February 6, 1917 to September 20, 1937, and supplemented by their letter, dated June 14, 1938, to the Treasurer of the City of Boston covering operations between September 20, 1937 and June 9, 1938;

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and that in dividing said principal into two equal parts and in dividing said accumulated income into two equal parts, said Milton E. Lord be and he hereby is directed to cause to be followed the division set forth in said Report and in said letter of supplement; and

Further Voted: that said Milton E. Lord be and he hereby is directed to cause to be distributed and paid to the Pastor of Trinity Church, to be held by said Pastor pursuant to the provisions of said Agreement of Compromise, four tenths of that part of said accumulated income not added to the Benton Building Fund and now held in the custody of the Treasurer of the City of Boston, and to cause to be applied the remaining six tenths of said part to the purchase provided for in said Agreement of Compromise.

The Vice President reported that in accordance with the request of the Board at its meeting on June 10, 1938 Mr. Sedgwick and he had conferred on June 14th with His Honor the Mayor concerning a revision of the arrangements for closing certain branch libraries as of July 1, 1938 as previously voted. Following his presentation it was agreed that there should be incorporated in the minutes of the present meeting the memorandum prepared by the Vice President after the above mentioned conference with the Mayor. The memorandum follows:

"15 June 1938

"Memorandum to Mr James W. Kenney, Comptroller

"From Reverend Robert H. Lord, Vice President

"On June 10th, 1938, the Board of Trustees voted unanimously,

"First, that the Mt Bowdoin and the South

"Boston Branch Libraries be kept open, subject

"to the approval of His Honor the Mayor, and

"Secondly, that in view of the proposed

"closing of the Tyler Street Branch Library,

"there be set up in the quarters now occupied

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"by the Tyler Street Branch Library a school center for extension work to the schools in the districts in which branch libraries are to be closed, subject to the approval of His Honor the Mayor.

"On June 14th Mr. Sedgwick, Mr. Kenney, and the undersigned conferred with the Mayor on the matters above referred to. At the close of a full and friendly discussion, His Honor stated that he did not want to embarrass the Trustees in any way and was quite willing that they should act as their knowledge and judgment of the circumstances led them to think best. The only limitation set was that the budget figures for the year should not be exceeded.

"On this basis the Library should now proceed, first, to rescind arrangements to close the Mt. Bowdoin and South Boston Branch Libraries, and, secondly, to complete arrangements for closing the Roxbury Crossing and Tyler Street Branch Libraries as of July 1st, and, thirdly, to prepare for the setting up of the Tyler Street school center.

(Signed) "Robert H. Lord
"Vice President"

The Director then stated that in view of the rescinding of the arrangements for closing the Mt. Bowdoin and the South Boston Branch Libraries, certain changes would be necessary in the plans for filling vacancies in certain titular positions. He indicated that Miss Isabel E. Witherald would retire as of July 31, 1938 from her position of Branch Librarian of the Lower Mills Branch Library; also that a titular vacancy existed in the position of Branch Librarian of the Mt. Bowdoin Branch Library, because of the

June 24, 1938

inability of Miss Pearl Smart to continue therein for reasons of health. After careful discussion of the candidates eligible for consideration, it was

Voted: that Catherine Loughman be appointed Branch Librarian of the Mt. Bowdoin Branch Library at \$1900 per annum, the appointment to be put into effect at the discretion of the Director as determined by the needs of the library service.

and it was

Voted: that Muriel C. Cann be appointed Branch Librarian of the Lower Mills Branch Library, following the retirement of the present Branch Librarian, and the appointment to be put into effect at the discretion of the Director as determined by the needs of the library service.

The Director reported that the firm of Jackson & Moreland, Engineers, had been engaged to conduct an examination of the engineering aspects of the proposal of the Boston Edison Company to furnish both light and heat for the Central Library building and that a report upon the examination would be rendered in a period of a week to ten days.

The need for repair of the terrazzo flooring of the Newspaper Room in the Central Library building was discussed from the point of view of the treatment to be accorded to it. After consideration of the possibilities of using linoleum, terrazzo, and marble, it was agreed that the floor should be laid once again in terrazzo. The Director was authorized to procure the necessary estimates for accomplishing the work.

The Director presented a request from Miss Martha C. Young in which she indicated the desire of herself and certain others to appear before the Trustees concerning the closing of the Central Library on Sundays for the period of June 15 to September 15. The Director was requested to present to Miss Young the reasons underlying the action of the Trustees in this respect, in the belief that after such

June 24, 1938 presentation Miss Young and her associates might not find it necessary to appear personally before the Board.

Resolved:

Clerk pro tem.

September 23, 1938

Friday, September 23, 1938.

A regular meeting of the Corporation was held in the Trustees Room at 4:00 p.m.

Present: Messrs. Buxton, Hall, and Lord.

The President, Mr. Hall, in the chair.

The record of the special meeting of June 24, 1938 as presented was approved.

Supply lists authorized by a Trustee since the last meeting were approved as follows: the list of July 8, in the amount of \$3,503.02, the list of July 22 in the amount of \$1,746.79, the list of August 5 in the amount of \$4,468.81, the list of August 19 in the amount of \$2,563.31, the list of September 2 in the amount of \$685.66, and the list of September 16 in the amount of \$3,243.59.

The following bills, having been approved by the Director, the Clerk, or the Comptroller and a Trustee, were allowed and ordered paid:

June 30 draft, chargeable to the General Appropriation in the amount of \$16,201.58, and to Trust Funds Income in the amount of \$7,711.38, to \$136,111.8; Fees 1826, Books 749.74, Lires 2464.20, Guilders 80.65.

July 31 draft, chargeable to the General Appropriation in the amount of \$14,822.36, to Trust Funds Income in the amount of \$4,052.05, and to the Special Appropriation, Central Library Building, Fireproofing, Improvements, etc., in the amount of \$972.00.

August 31 draft, chargeable to the General Appropriation in the amount of \$20,042.44, to \$16:9, Lires 164.00, to Trust Funds Income in the amount of \$9,394.35, to \$36:5:6, Fees 12131.75, Belgas 280, Books 1523.69, Lires 5110.80, Old. 442.60, and to the Special Appropriation, Central Library Building, Fireproofing, Improvements, etc., in the amount of \$4,883.96.

September 30 draft, chargeable to the General Appropriation in the amount of \$18,944.77, and to Trust Funds Income in the amount of \$3,231.42.

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Circular Letter No. 24 from the Mayor's Office was read and ordered placed on file.

On recommendation of the Director it was

Voted: that the following individuals, having passed the Entrance Examinations for the Graded Service and having completed satisfactorily six months as Probationary Assistants, be appointed to the Permanent Service:

Leonard Burkat
Eleanor R. Devlin
Jordan R. Kilbrick
Kassie Long
Enne J. Moore
John J. Miland
Bernard J. O'Neil
Mary C. Robbins
Martin F. Waters

Margaret A. Enwright
Mary A. McCarthy
Leonard J. Macmillan
Francis H. Myers

The Director recommended that certain Unclassified Assistants who since the last meeting of the Board had met the requirements for appointment to the Permanent Service be granted the step rate increase in pay to which they are eligible under the plan for classification of personnel now in effect. It was therefore

Voted: that the pay of the following individuals be increased as follows, dating from September 28, 1938:

Leonard J. Macmillan, from \$17.50 per week to \$20.00 per week
Francis H. Myers, from \$19.50 per week to \$11.50 per annum

On recommendation of the Director it was

Voted: that there be granted to Elizabeth H. Forbes, Unclassified Assistant, leave of absence without loss of pay for 12 weeks dating from July 18, 1938, because of illness, certified by her physician and Mrs. Forbes having been in the service of the Library for eleven years.

September 23, 1938 and

Voted: that there be granted to Herbert S. Smith, Assistant, leave of absence without loss of pay for $4\frac{1}{2}$ days dating from June 28, 1938, because of illness certified by his physician, and Mr. Smith having been in the service of the Library for thirteen years.

and

Voted: that there be granted to William G. Shuler, Classification Expert, leave of absence without loss of pay for 2 months dating from May 28, 1938, because of illness certified by his physician.

The Director brought to the attention of the Board the cases of two members of the staff who by reason of illness are in need of financial aid. On his recommendation it was

Voted: that there be paid to Cecilia C. McDonough, Assistant, the sum of \$33 from the income of the Alice Lincoln Whitney Fund.

and

Voted: that there be paid to Paul J. Spencer, Assistant, the sum of \$44 from the income of the Alice Lincoln Whitney Fund.

The Director announced the retirement of Harry W. Mathews, Assistant-in-Charge of the Bates Hall Reference Department, as of June 30, 1938 for reasons of health.

The Director also announced the retirements of Alice V. Stevens, Chief of the Branch Issue Department, as of July 31, 1938, for reasons of health, and of Isabel E. Witherald, Branch Librarian, Lower Mills Branch Library, as of July 31, 1938. On his recommendation it was

Voted: that Alice V. Stevens be appointed Chief of the Branch Issue Department, Emeritus, as of August 1, 1938.

and

Voted: that Isabel E. Witherald be appointed Branch Librarian, Emeritus, as of August 1, 1938.

The Director announced the resignation of Mrs. Catherine Miller Liben, Assistant, as of July 5, 1938 for reasons of health, and of Mrs. Elizabeth C. McGillicuddy, Assistant, as of September 16, 1938.

The Director presented a claim for wages by Harris B. Hollman, Probationary Assistant from June 10, 1935 to May 12, 1937 inclusive. He stated that the claim had been referred to the Corporation Council for attention.

The Director presented to the Board a request from Bessie L. Doherty, First Assistant, Branch Issue Department, to appear before the Board to present and to support her belief that in the making of two recent appointments adequate consideration was not given to her qualifications for the positions in question. It was agreed that Miss Doherty should be heard at the next meeting of the Board.

The Director presented a request from the International Brotherhood of Bookbinders, Local No. 16, for a five day working week for bookbinders in the library service. He was requested to investigate the matter and report back to the Board at a subsequent meeting.

The Director announced that the autumn meeting of the Massachusetts Library Association would be held in Pittsfield on October 13th and 14th and on his recommendation it was

Voted: that there be granted without loss of pay the necessary time for attending the autumn meeting of the Massachusetts Library Association to be held at Pittsfield on October 13-14, 1938, to those members of the library staff who are also members of the Massachusetts Library Association, provided that such absence can be arranged without detriment to the Library's service.

The Director presented a request received from Mrs. Mary Watkins Dietrichson, Business Branch Librarian, for an increase in remuneration. Consideration of the request was deferred until the next meeting.

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The Director brought to the attention of the Board the cases of seven Unclassified Assistants who had failed to meet the examination requirements for continuing in the library service.

He stated that by May 1937 the number of individuals in the full time employ of the Library who had not met the Library's examination requirements had been reduced in the course of the immediately preceding years to twenty. On May 28, 1937 all of these, with the exception of three individuals of advanced age, had been notified that the Library could not engage to carry indefinitely on its rolls individuals who had not met the requirements set for entrance into the Traded Service; that, if they wished to remain in the library service, they must pass successfully within the thirteen months immediately following the required examinations; that the last opportunity which could be afforded to them for passing the examinations would be in June 1938; that thereafter their service in the Library would be terminated if they had not passed the necessary examinations. Subsequently, at its meeting of November 9, 1937, the Board had taken up the matter again and had considered each case individually, after which the Director had been instructed to notify each individual in writing once again that his services in the Library would be terminated unless he met the examination requirements.

The Director reported that following the June 1938 examinations there remained seven Unclassified Assistants who had failed to meet the examination requirements. After a discussion of the cases of these individuals, it was agreed that final action in the matter should be deferred until the next full meeting of the Board.

The Board instructed the Director to proceed with plans for reviving Library Life as a monthly staff

September 23, 1938

bulletin along the lines of the dummy proposal which he had submitted for consideration.

The Director announced a thirteenth anonymous gift of \$50 for story-telling in the public schools under the direction of Alice M. Jordan, Supervisor of Work with Children. It was thereupon

Voted: that the Board express its grateful thanks to the anonymous donor of the sum of \$50 for story-telling in the public schools, that same to be carried on under the auspices of the Public Library and under the direct supervision of Alice M. Jordan, Supervisor of Work with Children; and that Miss Jordan be asked to express to the donor the grateful thanks of the Board for the interest and trust reposed in the work which the Library carries on in behalf of children.

The Director presented an order from the City Council for the establishment of an additional branch library in West Roxbury as a W. P. A. project. The Director was requested to state on behalf of the Board that the Trustees are not possessed of funds for maintaining an additional branch library even though one could be obtained as a W. P. A. project. The Director was requested further to ascertain whether the library needs of the section in question might be cared for in part through library service to the school children through the newly established School Department of the Library.

The Director presented a request from Mr Charles W. Leavitt to His Honor the Mayor that the exterior of the Central Library building be cleaned. The Director was requested to refer the request to the Art Commission of Boston.

The Director reported that on September 22 at 12 o'clock noon there had been opened and read proposals in the public bidding for a contract for painting at certain branch libraries. The bids submitted were as follows: M. L. McDonald Co.,

September 23, 1938 167 5th Street, South Boston in the amount of \$4,780, John L. Steenson, 102 Dudley Street, Roxbury in the amount of \$4,860, Albert D. Howlett Co., 110 Worcester Street, Boston, in the amount of \$4,938, and W. R. Macdonald Co., 40 Court Street, Boston, in the amount of \$7,020. The Director recommended that the proposal of the lowest bidder, the M. L. McDonald Co., be accepted. It was therefore

Voted: that there be awarded to M. L. McDonald Co., 167 5th Street, South Boston, the lowest qualified bidder in the public bidding, the contract for certain painting and painter's work at the Charlestown Branch Library, 43 Monument Square, Charlestown; East Boston Branch Library, 276 Meridian Street, East Boston; Mattapan Branch Library, 10 Hagleton Street, Dorchester; North End Branch Library, 3A North Bennet Street, Boston; and Parker Hill Branch Library, 1497 Tremont Street, Roxbury, in the amount of four thousand seven hundred eighty dollars (\$4,780.).

The Director reported in the matter of the water levels under the Central Library building that work on the Huntington Avenue subway extension had progressed to a point at which the water levels had risen so that the tops of the piles were again covered.

The Director reported that on June 30 and on September 22 there had been received a second and a third payment, respectively, on account of the bequest to the Library under the will of the late Emily L. Ainsley. He stated that it was necessary to confirm the action of Mr. Sedgwick as Trustee in accepting the second payment, and to take action to accept the third payment. It was therefore

Voted: that there be accepted by the Trustees of the Public Library of the City of Boston the sum of Seventy-three thousand five hundred dollars (\$73,500.) received as a second payment under the will of the late Emily L. Ainsley, this sum to be turned over to the City Treasurer to be added to the Ainsley Fund, the income to be expended for the purchase of books.

September 23, 1938

and

Voted: that there be confirmed the action of Ellery Sedgwick as Trustee in executing on behalf of the Trustees of the Public Library of the City of Boston in the absence of the President and the Vice President a receipt for the sum of Seventy-three thousand five hundred dollars (\$73,500.) received from The First National Bank of Boston and Annie B. Coolidge, Executrices of the estate of the late Emily L. Ainsley, in part satisfaction of the interests of the Trustees of the Public Library of the City of Boston under the terms of the will of said Emily L. Ainsley.

and

Voted: that there be accepted by the Trustees of the Public Library of the City of Boston the sum of Fifteen thousand seven hundred fifty dollars (\$15,750.) received as a third payment under the will of the late Emily L. Ainsley, this sum to be turned over to the City Treasurer to be added to the Ainsley Fund, the income to be expended for the purchase of books.

and

Voted: that the President be authorized to execute a receipt for the sum of Fifteen thousand seven hundred fifty dollars (\$15,750.) received from The First National Bank of Boston and Annie B. Coolidge, Executrices of the estate of the late Emily L. Ainsley, in part satisfaction of the interests of the Trustees of the Public Library of the City of Boston under the terms of the will of said Emily L. Ainsley.

The Director presented a report from the City Treasurer on uninvested monies representing principal amounts of certain trust funds of the Library. The President stated that he would call a meeting next week of the Finance Committee to consider and take action in the matter of the investment of these funds.

The Director reported in the matter of the present status of the accounts of the Surviving Trustee under the will of the late Josiah H. Benton, that in June the Surviving Trustee, Mr. Arthur F. Clarke, had filed his final accounts and made final payment of the residue of the Benton Estate

September 23, 1938 remaining in his hands, but that he had been unable to make any payment of the amounts in his accounts disallowed by the Court. The Director stated further that subsequently the Corporation Counsel, the counsel for the Rector of Trinity Church, and counsel for Mr. Clarke had conferred with the Court and had been authorized to examine Mr. Clarke and report back to the Court. The Director stated that this examination had not as yet taken place.

The Director presented a bill from the City Treasurer for certain expenses of administration incurred by him in adding the Martha Ellen Fisher Trust to the residue estate of the late Josiah H. Benton. It was

Voted: that Milton C. Lord, Director and Librarian of the Public Library of the City of Boston, be and he hereby is authorized and directed to request the City Treasurer to charge the sum of \$3.96 for expenses incurred by him in connection with the Benton Funds, one half of the aforesaid sum of \$3.96 to be a charge against the income of the Benton Building Fund, and one half to be a charge against the income of the Benton Book Fund four-tenths being a charge against the income accruing to the Rector of Trinity Church and six-tenths against the income accruing to the Trustees of the Public Library of the City of Boston, pursuant to the provisions of the Agreement of Compromise dated January 15, 1935, made in connection with the administration of the trust created under the Twelfth Clause of the will of Josiah H. Benton.

The Director reported that since the last meeting of the Board there had been obtained both legal and engineering approval of the proposal to enter into a contract with the Boston Edison Company for supplying heat and power for the Central Library building. The President stated that on August 10th he had therefore requested the approval of the Mayor for entering into such a contract, but that to date no word in the matter had been received from the Mayor. It was agreed

September 23, 1938 that Messrs. Benton and Kirslein should be requested to call upon the Mayor personally for the purpose of requesting his approval of the proposal.

The President stated that he had been informed by the Treasurer of Boston University that the University had been asked by the Federal Government for an offer on the property in the rear of the Central Library building as a possible site for a post office. The President stated that he had conferred with the Mayor in the matter, inasmuch as the property in question was in the normal direction for expansion of the Central Library. He reported that the Mayor had stated that he would bring the matter to the attention of the Planning Board for whatever action might be possible.

The Director reported that the Examining Committee for 1938 had entered upon its sub-committee activities and that its final report would be rendered on November 21st.

The Director reported that over eighteen months had passed since anything had been done in connection with the repair of the West End Branch Library building and that in the interim the Library was having to pay rent for inadequate substitute quarters at the rate of \$3000. per year. It was agreed that the Director should draft a letter for the President to send to the Mayor setting forth the need for arriving at a more economical handling of the situation than the present inadequate temporary procedure which has been allowed to remain in effect for nearly two years.

The Director reported, in the matter of the roofing situation at the Central Library building, that up to the present time the Library had been able to meet the heavy expenses of continuing repairs from unused funds remaining from

September 23, 1938 bond issues made for building improvements in the Central Library some years ago, but that these funds were now exhausted, and subsequent cost of repair would have to be met from the Library's current budget unless some action could be taken for the reconstruction of the entire roof. He stated that all of the experts, both private engineering experts and the City's experts, had agreed that reconstruction of the roof would be the only solution of the problem. It was agreed that a meeting with the experts should be requested of the Mayor for the purpose of attempting to achieve a solution which would be more economically sound than the present procedure of merely patching over an inadequate roofing foundation.

Dissolved:

Elizabeth B. Brockmeyer
Clerk.

October 7, 1938

In Board of Trustees
Friday, October 7, 1938

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs Buxton, Hall, Kristin, and Lord.
The President, Mr Hall, in the chair.

The record of the regular meeting of September 23, 1938 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$6,783.66.

The following bills, having been approved by the Director and a Trustee, were approved and ordered paid: the October 31 draft, chargeable to the General Appropriation in the amount of \$14,806.83; chargeable to Trust Funds Income in the amount of

\$4,657.52, to 270.15.3, Rmks 1610.47, Lire 1714.90, Glds 514.10, October 7, 1938 and Fics 2608.; and chargeable to the Special Appropriation, Central Library Building, Fireproofing, Improvements, etc. in the amount of \$929.58.

Circular Letter No. 25 from the Mayor's Office was read and ordered placed on file.

The Board confirmed the action taken by the Finance Committee at its meeting on October 6, 1938, held in the office of the City Treasurer at City Hall, in authorizing the investment by the City Treasurer of certain balances in the Cinsley, Artz, Benton Book, Benton Building, Billings, Children's, Kimball, and Todd Funds as set forth in the minutes of the Finance Committee.

The Director announced the resignations of Charles J. McLaughlin, Assistant, as of October 8, 1938, of Mrs Catherine Miller, Cleaner, as of February 5, 1938, and of Mrs Ellen Barry Humphreys, Assistant, as of October 19, 1938.

On recommendation of the Director, it was Voted: that there be reinstated in the Permanent Service the following individuals:

Phyllis Langdon Barclay, Assistant, at \$27. per week, as of October 12, 1938

Agnes Fortunado Prescott, Assistant, at \$20. per week, as of October 13, 1938

Rose Mezibofsky Rothenberg, Assistant, at \$20. per week, as of August 1, 1938

Florence Stanley Sturgis, Assistant, at \$20. per week, as of August 1, 1938.

On recommendation of the Director, it was

Voted: that there be paid to Abraham H. Kalish, Assistant, the sum of \$34 from the income of the Alice Lincoln Whitney Fund.

The discussion of the action to be taken by the Board in the matter of certain Unclassified Assistants who have failed to meet the examination requirements for appointment to the Permanent Service, begun at its meeting on September 23, 1938, was

October 7, 1938

resumed. On motion duly made and seconded, it was

Voted: that for the present there be retained in the library service the several unclassified assistants who have not met the examination requirements for appointment to the Permanent Service.

The request of Mrs Mary Watkins Dietrichson, Business Branch Librarian, for an increase in remuneration, carried over from the previous meeting, was again considered. The Director was requested to inform Mrs Dietrichson that though the Board is appreciative of the value of her services, it is not in a position to take action upon her request at the present time, in view of the statement of the Mayor that no increases should be given during 1938 in salaries above the amount of \$2100 per annum or \$40 per week.

Miss Bessie L. Doherty, First Assistant, Branch Issue Department, appeared before the Board in order to present her belief that in the making of certain recent appointments her qualifications for the positions in question had not received fair and just consideration. Action on Miss Doherty's presentation was deferred until the next meeting.

The Director again brought to the attention of the Board the unsatisfactory work being performed by a certain member of the staff, formerly a branch librarian, stating that it had proved necessary to transfer the aforesaid individual from a branch library to a closed department where she would not come in contact with the public.

The Director presented a preliminary report upon the results of the new Qualifying Examinations and Promotional Examinations as given in May 1938. He stated that he would make a more complete report on the results of the examinations at a later date.

October 7, 1938

Mr Buxton reported that in a conversation with the Mayor relative to a request for his approval of the awarding of a contract for painting of certain branch libraries, as voted by the Board at its last meeting, the Mayor had suggested that as a matter of economy the work be done as a W. P. A. project.

The Director stated that as a result of the aforesaid conversation the request to award the contract had been returned to the Library unapproved by the Mayor, and that arrangements were being made to initiate a W. P. A. project for carrying through the work.

Mr Buxton reported further that he had talked informally with the Mayor in the matter of the proposed Boston Edison Company contract for furnishing electricity and steam for the Central Library building and that the Mayor had stated that he would be glad to discuss the situation with the committee appointed by the Board at its last meeting, namely, Messrs Buxton and Kristein. It was agreed that this discussion be deferred until after the President had had an opportunity to confer in the matter with the Corporation Counsel.

The Director brought to the attention of the Board the opportunity afforded on the occasion of the holding of the Boston Book Fair in the Central Library during the week of November 13-19, 1938, for enrolling a "Friends of the Boston Public Library" group, and thereby establishing a group of people with a definite interest in the Library and its activities. The Director was authorized to proceed with plans for enrolling such a group.

Dissolved: Elizabeth B Brookman
Clerk.

October 21, 1938

Friday, October 21, 1938.

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p. m.

Present: Messrs Buxton, Kvistini, and Lord.

The Vice President, Father Lord, in the chair.

The record of the regular meeting of October 7, 1938 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$3,786.22.

The following bills, having been approved by the Director and a Trustee, were approved and ordered paid: The October 31st draft, chargeable to the General Appropriation in the amount of \$1,923.26 and to Trust Funds Income in the amount of \$34.00.

On recommendation of the Director it was

Voted: that James F. O'Hare, Janitor, having been certified by the Civil Service Commission and having completed satisfactorily six months in the Probationary Service, be appointed to the Permanent Service as of October 26, 1938.

and Voted: that Elizabeth J. Hodges, having passed the Entrance Examinations for the Graded Service and having completed satisfactorily six months in the Probationary Service, be appointed to the Permanent Service as of October 26, 1938.

On recommendation of the Director it was

Voted: that there be granted a leave of absence without loss of pay to Pauline R. Eaton, Assistant, for seven weeks, dating from September 12, 1938, because of illness certified by her physician and Miss Eaton having been in the service of the Library for eleven years.

The Director brought to the attention of the Board the cases of two members of the staff, who by reason of illness are in need of financial assistance. It was therefore

October 21, 1938

Voted: that there be paid to Elizabeth H. Forbes, Unclassified Assistant, the sum of \$36. from the income of the Alice Lincoln Whitney Fund.

and Voted: that there be paid to Abraham H. Halish, Assistant, the sum of \$34. from the income of the Alice Lincoln Whitney Fund.

The Director reported that two vacancies existed in the position of First Assistant in the branch library system, and submitted a list of qualified candidates eligible for consideration for the two positions. For the position of First Assistant at the East Boston Branch Library, he recommended the appointment of Margaret A. Morgan, at present a Second Assistant, and for the position of First Assistant at the West End Branch Library he recommended the appointment of Katherine M. Collins, at present an Assistant already performing in large part the duties of First Assistant at the West End Branch Library. After consideration of the service records of all the qualified candidates, it was

Voted: that Margaret A. Morgan be appointed First Assistant at a salary of \$31. per week, effective October 26, 1938.

and

Voted: that Katherine M. Collins be appointed First Assistant at a salary of \$31. per week, effective October 26, 1938.

The Director also reported that by reason of recent promotions two vacancies existed in the position of Second Assistant in the branch library system. He presented for the consideration of the Board the service records of all the qualified candidates. The Director recommended that Susan W. Kenfrew be appointed to the vacancy at the Memorial Branch Library and that Lillian M. Belger be appointed to the vacancy at the South Boston Branch Library. It was

October 21, 1938 thereupon

Voted: that Susan W. Kennew be appointed
Second Assistant, effective October 26,
1938.

and

Voted: that Lillian M. Belger be appointed
Second Assistant, effective October 26,
1938.

The Board again considered the presentation made at its last meeting by Bessie L. Doherty, First Assistant. The Director was requested to communicate with Miss Doherty to the effect that the Board is glad to have heard her side of her situation and to have become thereby better acquainted with her, and that, while the Board is not inclined to rescind the appointments already made to the two positions in which she was interested, as the Board understands that she does not expect it to do so, it will bear in mind what she has said for future contingencies.

The Director presented a communication forwarded by the Mayor's Office inclosing a petition of residents of the Tyler Street section of the city requesting the re-opening of the Tyler Street Branch Library. The Director was requested to reply to His Honor that the reasons of economy which forced the closing of the Tyler Street Branch Library still hold.

The Director reported that since the last meeting of the Board there had been received from the Mayor word that the contract for painting in five branch libraries should be re-submitted to him for approval, inasmuch as the proposal for having the work done as a W.P.A. project had not proved feasible.

The Director reported that on October 11, 1938 proposals in the public bidding for furnishing and installing a Terrazzo floor for the Newspaper Room in the Central Library had been opened and

read. The bids submitted were as follows: Galassi Company, 11 Bennett St., Boston, in the amount of \$2320, Freeport Marble & Tile Co., Inc., 264 Adams St., Worcester, in the amount of \$2375, DePaoli Mosaic Company, 126 Magazine St., Boston, in the amount of \$2436, and Ignat. & Vicenzi Mosaic Co., 147 Orleans St., East Boston, in the amount of \$2550. He recommended that the proposal of the lowest bidder be accepted. It was therefore

Voted: that there be awarded to the Galassi Company, 11 Bennett Street, Boston, the lowest qualified bidder in the public bidding, the contract for furnishing and installing a Terrazzo floor in the Newspaper Room at the Boston Public Library, Copley Square, Boston, in the amount of two thousand three hundred and twenty dollars (\$2320.).

The Director brought to the attention of the Board the necessity of appointing a Committee on Budget to pass upon the budget estimates for the Library for 1939. It was agreed that the President and the Vice President should constitute a Committee on Budget. There followed a general discussion of the items to be included in the budget estimates for 1939.

The Director reported that, as requested at the preceding meeting, the President had consulted with the Corporation Counsel relative to the proposal of the Boston Edison Company to furnish electricity and steam to the Central Library. Upon receipt by the President of a reply from the Corporation Counsel, the Director was requested to communicate with Messrs. Buxton and Kirstein in the matter of their proposed interview with His Honor the Mayor concerning this question.

Dissolved:

Elizabeth B. Brockner
Clerk.

December 2, 1938

Friday, 2 December 1938.

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs Buxton, Kirstein, Lord, and Sedgwick.

The Vice President, Father Lord, in the chair.

The record of the regular meeting of October 21, 1938 as presented was approved.

Supply lists authorized by a Trustee since the last meeting were approved as follows: the list of November 4 in the amount of \$2,996.57 and the list of November 18 in the amount of \$3,832.06.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$1,926.22.

The following bills, having been approved by the Director or Clerk and a Trustee, were allowed and ordered paid: the October 31st draft, chargeable to the General Appropriation in the amount of \$389.79 and to Trust Funds Income in the amount of \$70; the November 30th draft, chargeable to the General Appropriation in the amount of \$24,405.37 and to Trust Funds Income in the amount of \$4,615.61, £221:10:5; France 7522.88, Litas 51, Rmb 163.13, and Lire 5848.15; and the December 31st draft, chargeable to the General Appropriation in the amount of \$1,112.36 and to Trust Funds Income in the amount of \$1,531.84.

On recommendation of the Director it was

Voted: that Louis M. Lleraney, Shipper's Assistant, having been certified by the Civil Service Commission and having completed satisfactorily six months in the Probationary Service, be appointed to the Permanent Service as of December 7, 1938.

On recommendation of the Director it was

December 2, 1938

Voted: that there be granted to William B. Gallagher, Chief of the Printing Department, leave of absence without loss of pay for 8 weeks dating from October 10, 1938, because of illness certified by his physician, and Mr. Gallagher having been in the service of the Library for twelve years.

The Director reported that, as requested at a previous meeting, he had conferred informally with the Chairman of the Art Commission of the City of Boston concerning the letter received by His Honor the Mayor from Mr. Charles W. Leavitt recommending the cleaning of the exterior of the Central Library building. He stated that he had gathered that were a formal recommendation in the matter to be requested from the Art Commission it would be in opposition to such cleaning. He indicated that he would communicate with the Mayor to this effect, for purposes of his reply to Mr. Leavitt's letter, pointing out at the same time that no funds are in any case available for such work.

The Director reported that since the last meeting of the Board the Mayor had approved the proposal of the Trustees to enter into a contract with the Boston Edison Company for supplying heat, power and light for the Central Library building and that the necessary contracts had been drawn up and were about to be executed, in accordance with the vote of the Board on May 20, 1938.

The Director presented an order from the City Council, under date of November 21, 1938 requesting the Trustees through His Honor the Mayor to refrain from turning over to the Boston Edison Company the power plant connected with the Boston Public Library. The Board requested the Director to indicate in replying to the Mayor that the situation relative to and the reasons for the change to the service of the Boston

December 2, 1938 Edison Company had been fully and clearly set forth in the letter addressed by the Trustees to the Mayor under date of October 28, 1938.

The Director presented an order from the City Council, under date of October 17, 1938, requesting the Trustees to establish a branch library in the abandoned schoolhouse at the corner of Washington and Stinson Street, Ward 20. The Director was requested to reply that the Trustees are not possessed of the necessary funds to extend the present plant of the Library.

The Director presented to the Board a statement, under date of December 1, 1938, received from the Corporation Counsel, setting forth the status of the allowance of the accounts of Arthur H. Clarke, Executor under the will of Josiah H. Benton. The Corporation Counsel stated that under a decree of the Probate Court of April 9, 1938, Mr. Clarke was ordered to make payment on or before June 9, 1938, of certain disallowed charges in the accounts of the Benton Estate, that Mr. Clarke had failed either to make such payment on June 9 or to offer any explanation of his failure so to do, that as a consequence during the month of June the Court had instructed the Counsel of the interested parties to examine Mr. Clarke as to his financial ability to comply with the terms of the decree, that at a conference subsequently arranged for such purpose at which were present counsel for all the interested parties Mr. Clarke failed to make an appearance. The Corporation Counsel stated further that the procedure would now be for him to request the Court to summon Mr. Clarke before it for contempt in failing to comply with its decree, a step which he now proposed to undertake.

The Director presented an opinion from the

December 2, 1938

Corporation Counsel, under date of November 22, 1938, in the matter of the protection of the Library's interests in connection with the investment and reinvestment of Library funds by former City Treasurer Edmund D. Dolan, setting forth that in view of the comparatively small amount involved (\$292.43) and in view of the expense of the further legal proceedings which would be necessary to effect relief similar in the case of these funds to that obtained in the suit of the City against Mr. Dolan, it is not advisable that further legal action be taken and, further, that the Trustees of the Public Library under these circumstances are under no further duty to take action in support of this claim.

The Director announced that the midwinter meeting of the American Library Association is to be held in Chicago from December 27 to 30, 1938. It was thereupon

Voted: that the Director be requested to represent the Library at the midwinter meeting of the American Library Association to be held at Chicago from December 27 to 30, 1938, his expenses to be paid by the Library.

The Director presented for consideration by the Board tentative budget estimates for the Library department for 1939 in a total amount of \$1,491,262.08. The Board discussed certain items to be included, as the amount to be set for Personal Service, an amount for lighting the Abbey paintings, and the amount to be requested for the purchase of books. It was agreed that there should be requested for Personal Service an amount to cover not only nominal step rate increases in pay, but also increases in pay to which staff members are eligible by reason of

December 2, 1938

examination accomplishment, that an amount of \$8,000 should be included for lighting the Abbey paintings, and that for the purchase of books there should once again be requested the amount of \$150,000. The Board then approved the submission of budget proposals for the Library in the amount of \$1,491,262.08.

The Director brought to the attention of the Board the matter of the closing of the Central Library on Christmas Day, Sunday, as well as the day on which the Holiday will be observed, Monday, the 26th, and the same problem in connection with the observance of the New Year Holiday the ensuing week. After consideration it was

Voted: that the Central Library be closed on Sunday, December 25, 1938; that the Central Library and Branch Libraries be closed on Monday, December 26, 1938; that the Central Library be open for regular Sunday service on Sunday, January 1, 1939, and that the Central Library and Branch Libraries be closed on Monday, January 2, 1939.

Dissolved:

Elizabeth B Brockmire
Clerk.

December 16, 1938

Friday, December 16, 1938.

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Buxton, Hall, Firestein, Lord, and Sedgwick.

The President, Mr. Hall, in the chair.

The record of the regular meeting of December 2, 1938, as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the

December 16, 1938

Library in the amount of \$7,302.11.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the December 31st draft, chargeable to the General Appropriation in the amount of \$25,311.38 and to I: I: 0, and to Trust Funds Income in the amount of \$4,562.93, to 67:16: 0, Swiss Fries 1249, Fries 2913.50, and Rmks 5590.42.

Circular Letters Nos. 26, 27, and 28 from the Mayor's Office were read and ordered placed on file.

On recommendation of the Director it was

Voted: that Harold J. Stesson, Linotype Operator, having been certified by the Civil Service Commission and having completed satisfactorily six months in the Probationary Service, be appointed to the Permanent Service as of December 21, 1938.

The Director announced the resignation of Mrs. Sadie Locke Jamansky, Sewer, as of November 10, 1938.

On recommendation of the Director it was

Voted: that there be granted to Ray A. Nelson, Painter, leave of absence without loss of pay for twenty-nine days dating from November 1, 1938, because of illness certified by his physician, and Mr. Nelson having been in the service of the Library for 13 years.

The Director brought to the attention of the Board the case of an Extra Assistant in one of the Branch Libraries who suffered injury while on duty during the hurricane of September 21, 1938 through being struck as a result of the chimney of a neighboring building crashing through the skylight of the branch library. The President offered to write in behalf of the injured member of the staff to the owner of the building from which the chimney fell, with a view to obtaining some recompense for the medical expense resulting from the injury.

December 16, 1938 sustained by the aforesaid assistant.

The Director announced that on November 30, 1938 proposals for the transportation of books and other materials between the central library and the branch libraries for 1939 had been opened and read, that proposals had been received from the Rent A Truck Co., 1926 Columbus Avenue, Roxbury, in the amount of \$133.50 per week, and from W. J. McCabe, 70 Gates Street, South Boston, in the amount of \$135.00 per week, and that he recommended that the proposal of the lowest bidder, the Rent A Truck Co., a firm that had given very satisfactory service while holding the contract several years ago, be accepted. It was therefore

Voted: that there be awarded to Rent A Truck Co., 1926 Columbus Avenue, Roxbury, the lowest qualified bidder in the public bidding, the contract for the transportation of books and other material between the Central Library and branches for the year 1939 in the amount of one hundred thirty three dollars and fifty cents (\$133.50) per week.

The Director reported that informal bids for domestic and foreign periodical subscriptions for 1939 had been requested, that bids had been obtained for the domestic periodicals from the New England News Co. in the amount of \$4,769.95 and from Herman Goldberger in the amount of \$5,030.90, and that bids had been obtained for the foreign periodicals from Moore-Cattrell Subscription Agency in the amount of \$3,655.95 and from G. E. Stechert & Co. in the amount of \$3,708.41. The Director stated that in each case he believed it to be to the Library's interests to continue without change for 1939 the present agents for entering these subscriptions, inasmuch as the difference between the amounts of the bids was so slight that it was doubtful that the savings would exceed the costs involved in changing

December 16, 1938

records with a change of agency, and particularly since the present agents had given highly satisfactory service in each case for nineteen and twenty years respectively. There was therefore confirmed the action of the Director in continuing for 1939 Herman Goldberger as agent for domestic periodicals subscriptions at a cost of \$5,030.90 and G. E. Stechert Co. as agent for foreign periodicals at a cost of \$3,708.41.

The Director reported that the contract with the Boston Edison Company for supplying steam and electricity to the Central Library building, having been approved as to form by the Law Department and as to costs and feasibility by the Library's engineering expert, was now ready for execution upon confirmation of the action taken by the Board at its meeting on May 29, 1938. The following action was thereupon taken.

Whereas a form of contract between the Boston Edison Company and the Trustees of the Public Library of the City of Boston has been prepared and approved as to form by the Law Department of the City of Boston for supplying steam to the Central Library building upon a metered basis, pursuant to the vote of this Board passed on May 30, 1938, and has been presented and considered at this meeting, and engineering confirmation of costs and feasibility having been obtained, now therefore be it

Voted: that the President be and he hereby is authorized to sign such contract in behalf of the Board.

The Director presented an order passed by the City Council on December 12, 1938 that the Mayor direct the Trustees to reduce their budgetary requirements for 1939 by the amounts of the special funds in their control. The Director

December 16, 1938

was requested to reply to the Mayor that under the terms of gift of the special funds in the control of the Trustees the uses to which the income of these funds may be put are greatly restricted, and therefore they are not available for the general maintenance of the Library Department.

The Director presented an order passed by the City Council on December 12, 1938 that the Trustees include in their budget for 1939 a sum for books for a branch library in the abandoned school property at Washington and Stimson Streets, Ward 20. The Director was requested to acknowledge this order, pointing out that the Trustees have requested an appropriation of \$150,000 for 1939 for the purchase of books, inasmuch as the current appropriation for books does not provide even a sufficient supply of books to meet the needs of the branch libraries already in existence.

The Director presented a communication from Miss Martha C. Young relative to the possibility of obtaining a grant of at least \$200,000 a year from the Commonwealth for the purchase of books. The Director was requested to thank Miss Young for her interest and to state that the Board does not think that such action is entirely feasible at the present time.

The Director presented a letter, addressed to the Mayor and forwarded by him to the Trustees, in which the Young People's Committee of the South End requested the re-opening of the Tyler Street Branch Library. The Director was requested to reply to the Mayor, pointing out that the former Tyler Street Branch Library had been experiencing as a result of population change a steady decrease in use before its closing, that the re-opening of this branch library would require an increase in Library personnel inasmuch as the staff of the former Tyler Street Branch Library had been

December 16, 1938

absorbed elsewhere in the library system in filling existing vacancies, that the staff of the School Department at present housed in the Tyler Street building is not available for carrying on the activities of a branch library as the School Department is merely a reallocation of activities previously carried on within the Central Library building and does not represent an addition to existing staff.

The Director presented for the consideration of the Board designs submitted by Mr D. B. Updike for a book plate to be used in books purchased from the income of the Benton Book Fund. The Trustees approved the design recommended by Mr Updike.

The Board again gave consideration to the report of the Examining Committee for 1938, particularly as it pertained to the facilities available to staff members and to suggested improvements of existing conditions. The Director discussed possibilities for improvements to which consideration may be given as a result of the expected removal of the present heating and lighting plant from the Central Library building. The Director was requested to give further study to the situation and to report at a later meeting of the Board.

Dissolved:

Elizabeth B Brockmeyer
Clerk.

January 6, 1939

In Board of Trustees
Friday, January 6, 1939

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Hall, Lord, and Sedgwick.

The President, Mr. Hall, in the chair.

The record of the regular meeting of December 16, 1938, as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$9,537.51.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the December 31st draft, chargeable to the General Appropriation in the amount of \$6,535.31.

The Director announced the resignation of Catherine C. Hannon, Sewer, from the service of the Library as of September 17, 1938, for reasons of health.

On recommendations of the Director, it was

Voted: that there be granted a leave of absence without loss of pay to Pauline R. Eaton, Assistant, for five weeks, dating from November 28, 1938, because of illness, certified by her physician and Miss Eaton having been in the service of the Library for twelve years.

The Director brought to the attention of the Board the case of a member of the staff who by reason of illness is in need of financial aid. On his recommendation it was

Voted: that there be paid to J. Laurelle West, Assistant, the sum of \$65.00 from the income of the Alice Lincoln Whitney Fund.

The Director reported further in the matter of the failure of the Surviving Trustee of the Josiah H. Benton Estate to make payment of certain amounts in his accountings disallowed by the Court. He stated that, as indicated at the meeting of December 2, 1938, the Corporation Counsel had subsequently initiated

January 6, 1939

action to report back to the Court in the matter and that the preliminary steps would shortly be completed.

The Director reported that certain expenses had been incurred in the administration of the Benton Funds which in the opinion of the Corporation Counsel were a proper charge against the Funds. It was therefore

Voted: that Milton E. Lord, Director and Librarian of the Public Library of the City of Boston, be and he hereby is authorized and directed to request the City Treasurer to pay to Messrs. Stewart, Watts and Boland, Public Accountants and Auditors, 59 State Street Boston, the sum of Five Hundred seventy dollars (\$570.) in payment for services rendered in connection with the allowance of the accounts of the Surviving Trustee of the Josiah H. Benton Estate, the same to be charged against that portion of the income from the Benton Book Fund payable to the Trustees of the Public Library of the City of Boston.

and

Voted: that Milton E. Lord, Director and Librarian of the Public Library of the City of Boston, be and he hereby is authorized and directed to request the City Treasurer to pay to Edward H. Harnden, shorthand Reporter, 1119 Barriata Hall, Boston, the sum of Seven dollars and fifty cents (\$7.50) in payment for services rendered in connection with the allowance of the accounts of the Surviving Trustee of the Josiah H. Benton Estate, the same to be charged against the income payable from the Benton Book Fund in the proportion of six tenths (6/10) against the amount payable to the Trustees of the Public Library of the City of Boston and four tenths (4/10) against the amount payable to the Pastor of Trinity Church.

The Director reported upon developments since the last meeting in the matter of the proposed contract with the Boston Edison Company for supplying steam and electricity for the Central Library building. He stated that on December 30th the Mayor had come personally to the Central Library and had made a thorough examination of the heating and lighting plant and the availability of the basement space for improved staff facilities, and that on January 4th the Mayor had returned with a delegation

January 6, 1939

from the Boston Central Labor Union for a similar inspection. The Director reported that the Mayor had indicated his intention to give his approval to the proposed contract with the Boston Edison Company.

The Director reported back to the Board concerning the proposal presented at its meeting of September 23, 1938 by the International Brotherhood of Bookbinders, Local No. 16, for the establishment of a five day work week for the workers in the Library's Binding Department. He stated that investigation had revealed that the prevailing work week for workers in the mechanical services of the City of Boston is 44 hours rather than 40 hours. He stated further that the Budget Commissioner had indicated on behalf of the city administration that approval would not be given for one city department to engage separately in a practice differing from that prevailing in city departments in general. The Director was therefore requested to indicate to the International Brotherhood of Bookbinders, Local No. 16, that in view of these circumstances compliance with its proposal would not be possible.

The Director presented a request from Duke University for the appointment of a representative to its Centennial Celebration, to be held April 21-23, 1939. It was agreed that the Director should be delegated to represent the Library at the Centennial Celebration, if possible for him to attend.

Dissolved:

Elizabeth B Brockner
Clerk.

January 20, 1939

Friday, January 20, 1939

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p. m.

Present: Messrs. Buxton, Kirstein, Lord, and Sedgwick.

The Vice President, Father Lord, in the chair.

The record of the regular meeting of January 7, 1939 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$1,726.77.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the December 31st supplementary draft, chargeable to the General Appropriation in the amount of \$26,925.65; and the January 31st draft, chargeable to the General Appropriation in the amount of \$2,617.32 and to Trust Funds Income in the amount of \$500.08.

The Director announced the resignation of Mrs. Mildred C. White Furland, Children's Librarian, as of January 7, 1939.

On recommendation of the Director it was

Voted: that there be paid to Paul E. Nagle, Assistant, the sum of \$22 from the income of the Alice Simola Whitney Fund.

The Director announced that the Mid-Winter meeting of the Massachusetts Library Association would be held this year at Simmons College, Boston, and he recommended that time be allowed for attendance thereof to members of the staff who are also members of the Association. It was therefore

Voted: that there be granted without loss of pay the necessary time for attending the Mid-Winter Meeting of the Massachusetts Library Association, to be held at Simmons College, Boston, on January 25, 1939, to those members of the library staff who are also members of the Massachusetts Library Association, provided that such absence can be arranged without detriment to the Library's service.

January 20, 1939

The Director stated that there would shortly be conducted throughout the city the 1939 Community Fund Campaign, and he requested that he be given the authority to make the necessary arrangements for conducting this campaign among members of the staff. He stated that this yearly campaign had been the one exception which had been made by the Trustees to their ruling against solicitation within the Library. It was therefore

Voted: that the Director be authorized to take action for presenting to the members of the Library staff the appeal of the Community Fund Campaign of 1939, and to make whatever arrangements may prove necessary for expediting the collection of the amounts subscribed by the individual members of the staff.

The Director reported that action should be taken for the distribution of income from the Benton Book Fund for the period of January 22, 1938 to January 21, 1939 inclusive, such action on the part of the Board being necessary annually in order to make available for use the income of the Benton Book Fund. It was thereupon

Voted: that Milton C. Lord, Director and Librarian of the Public Library of the City of Boston be and he hereby be authorized and directed to cause to be distributed and paid to the Rector of Trinity Church, to be held by said Rector pursuant to the provisions of the 12th clause of the will of Josiah H. Benton, as defined by the Agreement of Compromise, dated January 15, 1935 and made in connection with the administration of the trust created by said clause, four tenths of the income of the Benton Book Fund for the period from January 22, 1938 to January 21, 1939 inclusive, now held in the custody of the Treasurer of the City of Boston, and to cause to be distributed and paid to the Trustees of the Public Library of the City of Boston the remaining six tenths of said income for said period to be applied to the purchases provided for in said Agreement of Compromise.

The Director stated that under the terms of the above vote there would be available an amount of approximately \$29,000 to be added to the balance available for the purchase of books for scholarly research. He stated also that from the total income approximating \$306,000 as received from the Benton Book Fund to date there had been expended approximately \$90,000. The Board

January 20, 1939

then gave extended attention to the possibilities for expenditures of the large balance remaining in the Book Fund in the amount of approximately \$26,000, representing chiefly the back income received in March 1938 for the period 1927-37 inclusive. It was the sense of the Board that a sum perhaps as much as \$75,000 or so might well be retained as a backlog for possible purchase of any large or important collection of value to the Library when it might come upon the market, and that increased progress should be effected in spending the remaining balance. The Director was requested to arrange as quickly as possible for surveys to be made of the Library's scholarly book collections as a basis upon which to proceed to the expenditure of the Benton book funds.

The Director brought to the attention of the Board that a year had elapsed since there had been checked the securities in the custody of the City Treasurer representing the trust funds belonging to the Library. He stated that for the previous year the matter had been cared for through securing a statement from Messrs. Lybrand, Ross Bros. and Montgomery, Public Accountants, to the effect that in the course of their general audit of the books of the City Treasurer as of January 1938, such securities had been found to be actually in the hands of the City Treasurer. The Director was instructed to proceed now to engage the services of a firm of accountants of reputable standing to count the Library's securities in the custody of the City Treasurer, the opinion of the Corporation Counsel having first been obtained as to the legality of delegating such duty to an individual other than an actual member of the Corporation.

The Director presented to the Board an inquiry

January 20, 1939

received from the Publications Committee of the Boston Public Library Employees Benefit Association concerning the disposal of two large colored reproductions of portions of the Holy Grail series which had been in stock for a considerable time. It was agreed that the Board had no objection to there being conducted among members of the staff who are members of the Benefit Association a raffle for the disposal of the aforesaid items.

The Director brought to the attention of the Board for consideration certain possibilities for the reallocation of several departments within the Central Library building. He stated that his suggestions were made with several considerations in mind, among them the problem of locating the Newspaper Room in a space having direct access to the street and the need and desirability of using the present Newspaper Room space for more important library activities, and the necessity for housing the Wiggin Collection in the Rare Book Department, thereby forcing the Rare Book Department to expand into the Music Department's quarters. He stated further that through certain re-arrangements of departments in connection with the holding of the recent Book Fair there had been gained a knowledge of the feasibility of certain of the aforementioned reallocations. He pointed out that during the Fair, the Exhibition Room had housed the Periodical Room and exhibitions had been cared for through an arrangement of exhibition cases in the corridors, and that the Newspaper Room had been moved into the Patent Room where were already housed the older bound files of the newspapers. He now suggested that serious consideration be given to the possibility of moving the Periodical Room into the more adequate quarters of the Newspaper Room,

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that the Newspaper Room be moved to the present Patent Room, and that the Patent Room be moved upstairs to the Exhibition Room where it would be next to the Science and Technology collections of which it is a part; also that the Music Department be installed for the time being in the present Periodical Room quarters, subject to there becoming available space in the present Branch department should the latter department be subsequently moved to quarters outside the Central Library building.

The Board discussed the aforesaid suggestions at some length and requested the Director to make a further examination of the problem and report back to the Board at a subsequent meeting.

The Director reported concerning certain developments in the matter of the possible application of civil service to Massachusetts public library employees. The Board requested the Director to bring immediately to its attention such developments as might transpire in this respect.

The Vice President brought to the attention of the Board a request received on behalf of the Forest Hills section of the city for the establishment of a branch library in that section. He stated that he would reply on behalf of the Board that the Trustees will bear carefully in mind the needs of the aforesaid community in the event an improvement in economic conditions permits extension of the present plant of the library.

Dissolved:

Elizabeth B. Brockmeyer
Clerk.

February 3, 1939

In Board of Trustees
3 February 1939

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Buxton and Lord.

The Vice President, Father Lord, in the chair.

The following action was taken, subject to confirmation at the next regular meeting of the Board.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$2,315.23.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the January 31st draft, chargeable to General Appropriation in the amount of \$1,534.61, and to Trust Funds Income in the amount of \$22.00; the February 28th draft, chargeable to the General Appropriation in the amount of \$121.80.

On recommendation of the Director it was

Voted: that there be granted to Helen Mcd. Coulson, Assistant, leave of absence without loss of pay for four weeks dating from January 16, 1939, because of illness certified by her physician, and Mrs. Coulson having been in the service of the Library for eleven years.

and Voted: that there be granted to John H. Flanagan, Fireman, leave of absence without loss of pay for twenty-three days dating from January 3, 1939, because of illness certified by his physician, and Mrs. Flanagan having been in the service of the Library for ten years.

On recommendation of the Director it was also

Voted: that there be paid to Elena Conlin, Assistant, the sum of \$45. from the income of the Alick Sinclair Whitney Fund.

The Director reported that since the preceding meeting there had been received from the City

February 3, 1939

Treasurer a check in the amount of \$32,164.95 representing the Library's share of the income of the Boston Book Fund for the period of January 22, 1938-January 21, 1939; and that there had also been forwarded to the Rector of Trinity Church a check in the amount of \$21,823.30, representing his share in the income of the Fund for the aforementioned period.

The Director reported in the matter of the 1939 Community Fund Campaign that the quota for the Library Department for its subscription to the Fund as set in the Mayor's Office was in the amount of \$4,768.50; that the Campaign had been presented to members of the staff with this goal in view and with the suggestion that those receiving less than \$2500 per year might contribute 2 days pay and that those receiving \$2500 or over might contribute $\frac{2}{3}$ of 1% of their annual salaries, to be paid over a period of 20 weeks; that there had been received pledges from members of the staff in an amount approximately \$300 less than the Library's assigned quota; and that as a consequence there had again been presented to the several departments and branch libraries the needs of the situation together with an indication as to the manner in which the aforementioned departments and branch libraries had met the quotas set for them. He stated that he expected that there would be received additional subscriptions that would bring the Library's subscription to a figure that would more than meet the quota of \$4,768.50.

Dissolved:

Elizabeth B Brookner
Clerk.

February 17, 1939

In Board of Trustees

Friday, February 17, 1939

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p. m.

Present: Messrs. Burston, Hall, and Lord.

The President, Mr. Hall, in the chair.

The minutes of the meeting of January 20, 1939 and of February 3, 1939 as presented were approved after making certain corrections therein.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$3,989.05.

The following bills, having been approved by the Director or Clerk and a Trustee, were allowed and ordered paid: the February 28th draft, chargeable to the General Appropriation in the amount of \$24,173.99 and a special draft in the amount of £ 6: 7: 6, and chargeable to Trust Funds Income in the amount of \$7,965.37 and special drafts in the amounts of \$45, £ 394: 11: 5, and Rmks 2,979.23.

The Board confirmed the action taken by the Finance Committee at its meeting on January 27, 1939, held in the office of the City Treasurer at City Hall, in authorizing the investment by the City Treasurer of certain balances in the Ainsley, Artz, Benton Book, Benton Building, Billings, Children's, Kimball, Scholfeld, and Todd Funds as set forth in the minutes of the Finance Committee.

Circular Letter No. 1 from the Mayor's Office was read and ordered placed on file.

On recommendation of the Director it was

VOTED: that Julia Driscoll, Cleaner, having been certified by the Civil Service Commission and having completed satisfactorily six months in the service of the Library, be appointed to the Permanent Service, at a salary of \$18 per week, as of February 22, 1939.

The Director announced the resignation of Mary M. LaPointe, Assistant, as of February 18, 1939.

The Director announced the retirement of Garrett P. Lacey, Engineer, as of February 28, 1939, after thirty-four years in

February 17, 1939

service of the Library.

The Director brought to the attention of the Board that the annual meetings of the American Library Association and the Special Libraries Association were to be held this year in May and June. He recommended that time be allowed to members of the staff for attendance thereat in accordance with the Library's practice in previous years. It was therefore

Voted: that there be granted to members of the library staff who are also members of the American Library Association leave of absence without loss of pay for attendance at the annual meeting of the American Library Association to be held in San Francisco, California, from June 19 to 24, 1939, provided that such absence does not interfere with the requirements of the Library's service.

and Voted: that the Director be authorized to represent the Library at the annual meeting of the American Library Association to be held in San Francisco, California, from June 19 to 24, 1939 and that his expenses therefor be paid by the Library.

and Voted: that there be granted without loss of pay the necessary time for attending the annual meeting of the Special Libraries Association, to be held in Baltimore, Maryland, from May 23 to 27, 1939, to those members of the Special Libraries Association, provided that such absence can be arranged without detriment to the Library's service.

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The Director reported that he had had an informal opinion from the Corporation Counsel in the matter of the responsibility of the Trustees to check personally the securities to which the Trustees hold title and which are in the custody of the City Treasurer, to the effect that the Trustees may retain a public accountant to do the checking, and have him number the securities, so that subsequently a representative of the Trustees can check the securities by the aforesaid numbers. The Director stated that he would request the firm of Stewart, Watts, and Ballou to check the Library's holdings to date and subsequently arrange for the Finance Committee to count the holdings.

The Director presented a request from the Corporation Counsel that the Trustees authorize and execute a petition praying the Probate Court to find Arthur F. Clarke, Surviving Trustee under the will of the late Josiah H. Benton, in contempt for failure to obey the decree of the Court dated April 9, 1938. After discussion of the request it was agreed that action should be deferred until the request could be considered at a full meeting of the Board.

The Director reported that the West Roxbury Women's Club had sent both to the Trustees and to the Mayor a letter requesting reconsideration of the closing of the West Roxbury Branch Library on Friday evenings and Saturday afternoons and evenings. The opinion of the Board was that it is deemed impractical to accede to this request since it is not feasible to reopen one branch library without opening the others, and moreover the reason for the branch libraries being closed in the first instance - the need to effect economy in the maintenance of the Library - is as urgent at the present time as heretofore. The Director has requested to reply on behalf of the Board setting forth the situation in which the Board finds itself in respect to the aforesaid request.

The Director presented an Order of the City Council requesting the establishment of a branch library in the Savin Hill section of Ward 13 and an Order of the City Council requesting that

the Trustees of the Public Library submit as a WPA project the remodeling of the abandoned school at Washington and Stinson Streets, West Roxbury, for use as a branch library. The Director was requested to reply on behalf of the Board that the Trustees regret their inability to accede to the requests of the City Council relative to the establishment of the proposed branch libraries, inasmuch as they are not at the present time possessed of the funds necessary for extension of the present plant of the Library.

The Director reported that since the previous meeting there had been received additional pledges for the Community Fund Campaign from members of the staff to such an amount that the Library was well above the quota set by the Mayor for the Department. He stated that the quota set for the Library had been in the amount of \$4,768.50 and that subscriptions received had totalled \$5,451.74, or 114.3% of the sum requested.

The Director reported that the Central Library was now using both current and steam from the Boston Edison Company, the final connections for service having just been completed.

The Board then went into executive session.
Dissolved:

Elizabeth B. Brockmeyer
Clerk

March 3, 1939

In Board of Trustees
Friday, March 3, 1939

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Buxton, Hall, Loub, and Sedgwick.
The President, Mr. Hall, in the chair.

The minutes of the meeting of February 17, 1939 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$1,867.64.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: chargeable to the February 28th draft, to the General Appropriations in the amount of \$755.82, £3:10:0, and Special Draft to the General Appropriation in the amount of \$1,065.; to Trust Fund Income in the amount of £20:3:2, Fees 3089., Sw. Fees 336., Builders 607.80, Florin 40.45, Rmks 220.54, and Fire 891.90; and chargeable to the March 31st draft, to the General Appropriation, in the amount of \$189.24.

Circular Letter No. 2 from the Mayor's Office was read and ordered placed on file.

On recommendation of the Director it was

Voted: that there be granted to Francis J. Hannigan, Supervisor of General Reference Departments, leave of absence without loss of pay for eight weeks dating from January 11, 1939, because of illness certified by his physician, and Mr. Hannigan having been in the service of the Library for forty-three years.

and

Voted: that there be granted to Helene P. McK. Coulson, Assistant, leave of absence without loss of pay for seven days dating from February 13, 1939, because of illness, certified by her physician, and Mrs. Coulson having been in the service of the Library for eleven years.

The Director brought to the attention of the Board the case of a member of the staff who, by reason of continued illness, is in need of financial aid.

On his recommendation it was

Voted: that there be paid to Pauline R. Eaton, Assistant,

March 3, 1939

the sum of \$38.50, from the income of the Alice Lincoln Whitney Fund.

The Director presented a request from Mr. Charles L. Higgins, an Assistant in the History Reference Section, for permission to attend the meeting of the Catholic Library Association in Washington, D.C., April 11-14, 1939, stating that, in the absence of the chairman because of illness, Mr. Higgins was to serve as vice chairman of one of the round table discussions. On the Director's recommendation it was agreed that there should be allowed to Mr. Higgins for purpose of attending the aforesaid meeting the period of the meeting, April 11-14, 1939, without loss of pay.

The Director reported that in the Kerstein Memorial Library Building there are two fireplaces of which the librarians like to make occasional use because of the increased cheeriness the fires lend to the appearance of the rooms on dark days, and that, inasmuch as the building is adequately heated without use of the fireplaces, the purchase of wood from city funds for such purpose does not seem justifiable in view of the need for economy in operating expenses. He suggested that an expenditure for wood for use in the above-mentioned fireplaces might well be made from the income of the Louis E. Kerstein Fund. Subject to the approval of Mr. Kerstein, it was thereupon

Voted: that there be purchased from the income of the Louis E. Kerstein Fund wood for use in the fireplaces in the Kerstein Memorial Library building.

The Director reported to the Board that in the building in which at present the Allston Branch Library has its quarters there is available on the same floor without increase in rent an area much greater in size and with ventilation much better than that of the present quarters. He stated that removal to these offered quarters was recommended by the Comptroller, the Chief Librarian of the Circulation Division, the Supervisor of Branch Libraries, and the Branch Librarian. It was agreed that the Director should proceed to effect the removal of the branch library to the suggested new quarters.

The Director reported that there had come to the Library on February 23rd a group of adults and children resident in the Tyler Street section of the city for the purpose of presenting a petition for the re-opening of the Tyler Street Branch Library. The Director stated that a delegation of some nine persons came to his office to present the petition and speak on behalf of the group.

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In view of the fact that the reasons for which the branch library was closed still exist at present to the same degree as at the time of closing, it was deemed to be not possible to accede to the petition, but it was agreed that the Director might at his discretion present the social problem of the need of this community for a supervised place of study for its children for the consideration of the Boston Council of Social Agencies in the hope that some community action might be arranged to meet the needs of the situation.

The Director stated that, inasmuch as the formal opinion of the Corporation Counsel was now in hand in the matter of the responsibility of the Trustees to check personally the securities to which they hold title and which are in the custody of the City Treasurer, he would like authorization to retain the services of the firm of Stewart, Watts and Ballou to check and number the securities in accordance with the suggestion of the Corporation Counsel and as had been agreed upon at the preceding meeting of the Board. It was therefore

Voted: that the Director be and hereby is authorized to retain the services of the firm of Stewart, Watts, and Ballou for the purposes of checking and numbering the securities to which the Trustees of the Public Library of the City of Boston hold title and which are in the custody of the City Treasurer of Boston.

The Director presented a request from the Corporation Counsel that the Trustees authorize him to petition the Probate Court to find Arthur F. Clarke in contempt for failure to obey the decree of the Court entered under date of April 9, 1938. With Mr Hall recorded in the negative, it was thereupon

Voted: that, in conformity with the vote of the Board on June 24, 1938 that the Corporation Counsel of the City of Boston be requested to take the necessary steps on behalf of the Trustees of the Public Library of the City of Boston to require Arthur F. Clarke, surviving Trustee under the will of the late Josiah W. Benton, to satisfy the requirements of the decree entered by the Probate Court in Suffolk County under date of April 9, 1938 that he and there hereby is confirmed the action of the Corporation Counsel in drawing up a petition praying the Court to find said Arthur F. Clarke in contempt for failure to obey said decree, and that any member of the Board be and he hereby is authorized to sign such petition on behalf of the Trustees.

The Director brought to the attention of the Board the fact that on February 28th there had begun the work of the repair of the West End Branch Library building, the repair to be carried through as a WPA

March 3, 1939

project under the sponsorship of the Public Buildings Department of the City of Boston.

The Director reported briefly in the matter of the studies being carried on in the problem of re-allocation of departmental space in the Central Library building. He stated that, in view of the completion of certain repairs in the Newspaper Room and the necessity for further examination of structural difficulties in the way of effecting re-allocation, it was deemed advisable to return the Newspaper Room to its old quarters in the front of the building for the present. He stated that the Library's architect, Mr. Gale, the Comptroller, and himself were giving extensive study and examination to the various possibilities of re-allocation and that he would have a further report to make at a later meeting.

Dissolved:

Elizabeth B. Brockmeyer
Clerk.

In Board of Trustees
Friday, March 24, 1939

March 24, 1939

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p. m.

Present: Messrs. Hall, Kerstein, Lord, and Sedgwick.

The President, Mr. Hall, in the chair.

The minutes of the meeting of March 3, 1939 as presented were approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$3,554.55.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the March 31st Draft, chargeable to the General Appropriation in the amount of \$22,695.92 and £14:7:10; and to Trust Funds Income in the amount of \$14,444.78, £525:11:5, Francs 8,141.70, Belg. Frs 770.00, and Marks 8,912.59.

Circular Letter No. 3 from the Mayor's Office was read and ordered placed on file.

March 24, 1939

The Director announced the resignation of Mary Jane Ekin, Assistant, as of March 17, 1939, and of Jane Bickford Soehler, Assistant as of March 4, 1939.

On recommendation of the Director it was

Voted: that there be granted to George W. Gallagher, Farmer, leave of absence without loss of pay for 1 week dating from March 13, 1939, because of illness certified by his physician, and Mr Gallagher having been in the service of the Library for 35 years.

and

Voted: that there be granted to Francis J. Hannigan, Supervisor of General Reference Department, leave of absence without loss of pay for 4 weeks dating from March 8, 1939, because of illness certified by his physician, and Mr Hannigan having been in the service of the Library for 43 years.

and

Voted: that there be granted to Alexander D. McDee, Working Foreman of Painters, leave of absence without loss of pay for 3 weeks dating from February 22, 1939, because of illness certified by his physician, and Mr McDee having been in the service of the Library for 42 years.

and

Voted: that there be granted to Marion H. Shumway, Assistant, leave of absence without loss of pay for 8 weeks dating from February 8, 1939, because of illness certified by her physician, and Miss Shumway having been in the service of the Library for 103 years.

and

Voted: that there be granted to Harriet Swift, Assistant in Charge, leave of absence without loss of pay for 3 1/2 weeks dating from February 7, 1939, because of illness certified by her physician, and Miss Swift having been in the service of the Library for 17 years.

The Director announced that the annual meeting of the Massachusetts Library Association would be held this year in conjunction with the New England Regional Library Conference at Portsmouth, New Hampshire, on June 19-22, 1939. On his recommendation it was

Voted: that there be granted without loss of pay the necessary time for attending the annual meeting of the Massachusetts Library Association, to be held at Portsmouth, New Hampshire, on June 19-22, 1939, in connection with the regional meeting of the New England State Library Association, to those members of the Library staff who are also members of the Massachusetts Library Association, provided that such absence can be arranged without detriment to the Library's service.

March 29, 1939

ranged without detriment to the Library's service.

The Director reported that on March 21 and 22 the Comptroller and he had conferred with the Budget Commissioner relative to the Library's budget estimates for 1939, that as a result of these conferences a request had been made that the Library's estimates be reduced so that the total amount would not exceed that of expenditures for 1938, the distribution of such reduction among the several items of the budget to be at the discretion of the Library. The Director pointed out that in meeting the costs of step rate increases in pay granted members of the staff as of June 3, 1938, an additional amount would be needed this year to cover the cost of an entire fiscal year at the new levels, and stated that, in conjunction with this necessity, at the second conference the Budget Commissioner had indicated that there would be made available to the Library an additional \$18,000 beyond last year's expenditures. The stated further that operating on such a reduced appropriation allowed no provision for granting step rate increases in pay during the current year unless an amount to meet this cost should be forthcoming from other item in the budget, suggesting that for this purpose there seemed to be no alternative than to reduce the C10 item for the purchase of books from \$75,000 to \$55,000.

The Board then gave consideration to the alternative of omitting step rate increases in pay during 1939. It was agreed that in conformance with the policy obtaining in city departments step rate increases in pay ought to be granted.

The following revised budget estimates were thereupon adopted:

A- Personal Service	\$1,052,112.96
B- Contractual Services	93,404.00
C- Equipment	61,300.00
D- Supplies	21,192.00

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E - Materials	\$ 19,600.00
F - Pensions	1,669.56
H - WPA Relief Projects	53,991.39
Total Estimates	\$1,303,269.91

The Director pointed out that the above budget figures carried no provision for reconstruction of the roof on the Central Library building, inasmuch as these matters were to be dealt with outside the budget, probably from funds on hand from loan orders raised for specific city projects and in which there remain unexpended balances. He stated that the City Auditor was to make a report on the amounts available, which although not probably large enough to carry through the entire reconstruction might well permit the reconstruction of a large section of the roof.

The Director reported that counsel for the Trustees of the Library and for the Rector of Trinity Church appeared in Court on March 23rd, the return date set for the petition in the matter of the contempt proceedings against Arthur F. Clarke, Surviving Trustee under the will of Josiah H. Benton, but that neither Mr Clarke nor his counsel had appeared. The Director stated that the Court had ordered the petition to be heard on April 12, 1939 and had instructed that all parties should be so notified.

The Director stated that Mr D.B. Updike had reported to him in the matter of the preparation of a bookplate for the Benton Book Fund, that the draftsman of the design approved at a recent meeting had suddenly died before carrying the work any farther, that it was Mr Updike's opinion that there was no one of comparable ability in this line in this country, and, therefore, that in his opinion the services of Mr A.J. Downey in London should be retained to prepare a suitable bookplate. The Director stated that such a change in procedure would involve an expenditure

March 27, 1939

of \$450 instead of \$300. The Director was requested to communicate with Mr Updike to the effect that the Trustees considered such a cost too great, and would appreciate from Mr Updike an estimate of the cost of having the bookplate made in this country and a recommendation of a qualified individual in this country to execute the design.

The Director presented requests received from the West Roxbury Joint Planning Committee and from The Harbinger Club of West Roxbury concerning the hours of opening of the West Roxbury Branch Library. The Director stated that a census of the use of the Branch Library did not bear out the contention of these groups as to the times of heavy use of this Branch Library. The Director was requested to acknowledge on behalf of the Board the aforesaid requests and to indicate its belief that from the facts at hand it would not be desirable to make any changes in the hours at present in effect at the West Roxbury Branch Library.

The Director reported that offers for the old engines on hand in the basement from the discontinuance of the generating plant in the Central Library building had been requested from seven dealers, but that only one offer in the amount of \$225 had been received; that subsequently Mr R. G. Sennott of the Wayside Inn, acting in representation of his principal, had inspected the engines and had made the Library an offer of \$150 for the Erie engine and \$250 for the Leavitt engine, plus cost removal from the building. It was the sense of the Board that the offer of Mr Sennott should be accepted.

March 27, 1939

The Director brought to the attention of the Board the proposed reprinting in brochure form of the articles on T. W. Parsons originally published in ~~More Books~~ in recent months. He stated that there was considerable demand for similar reprints such as The Newberry Medal Books, now in its second edition of 1000, and the Idyll of Brook Farm, about to go into its second edition of 1000, and that on the basis of past experience, he believed, the T. W. Parsons reprint would be well received.

Consideration of candidates for membership on the Examining Committee for 1939 was deferred until the next meeting of the Board.

The Director stated that the income was now on hand from the Children's Fund for that period of January 1, 1938 to December 31, 1938, and should be paid over to the Rector of Trinity Church in accordance with the terms of the will of Josiah H. Benton. It was therefore

Voted: that there be paid to Arthur Le Kinsolving, as he is Rector of Trinity Church in the City of Boston, the sum of \$3,632.81, income for the period of January 1 to December 31, 1938 on the Children's Fund, given to the Library under the 11th clause of the will of Josiah H. Benton; as required by the 12th clause of said will.

The next regular meeting of the Board falling on April 7th, Good Friday, at which time the Library is closed, it was agreed that the next regular meeting should be held on Friday, April 14, 1939.

The Board then went into executive session.

Dissolved:

Elizabeth B. Brockmire
Clerk

In Board of Trustees May 5, 1939

Friday, May 5, 1939

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Buxton, Hall, and Lord

The President, Mr. Hall, in the chair.

The minutes of the meeting of March 27, 1939 as presented were approved.

Supply lists authorized by a Trustee since the last meeting were approved as follows: the list of April 7, 1939 in the amount of \$4,447.79.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$1,773.31.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the March 31st draft, chargeable to the General Appropriation in the amount of \$1,239.68 and to the Children's Fund in the amount of \$3,632.61; the April 30th draft, chargeable to the General Appropriation in the amount of \$26,965.78 and to Trust Funds Income in the amount of \$1,708.02.

Circular Letter No. 4 and 5 from the Mayor's Office were read and ordered placed on file.

The Director announced the retirement of Mary T. M. Boyle, Compositor and Proofreader, as of April 30, 1939, after 36 years in the service of the Library, and of Lucien E. Taylor, Chief of the Cataloging and Classification Department in the Reference Division, as of April 30, 1939, after 35 years in the service of the Library. In recommendation of the Director and in conformance with the action of the Trustees in similar cases in recent years, it was

Voted that Lucien E. Taylor be

May 5, 1939

appointed Chief of the Cataloging and Classification Department, Emeritus as of May 1, 1939.

The Director announced the resignation of A. Irene Muuttila, Assistant, as of May 7, 1939.

On recommendation of the Director it was

Voted: that there be granted to Mary F. Cufflin, Branch Librarian, leave of absence without loss of pay for 7 days dating from December 12, 1938, and for 6 weeks dating from January 23, 1939, because of illness certified by her physician, and Miss Cufflin having been in the service of the Library for forty-six years.

and

Voted: that there be granted to Marion H. Shumway, Assistant, leave of absence without loss of pay for 1 week dating from April 5, 1939, because of illness certified by her physician, and Miss Shumway having been in the service of the Library for forty-four years.

and

Voted: that there be granted to Josephine E. Day, Telephone Operator, leave of absence without loss of pay for 6 1/2 weeks dating from February 6, 1939, because of illness certified by her physician, and Miss Day having been in the service of the Library for forty years.

and

Voted: that there be granted to Mary T.M. Boyle, Composer and Proofreader, leave of absence without loss of pay for 3 1/2 weeks dating from April 6, 1939, because of illness certified by her physician, and Miss Boyle having been in the service of the Library for thirty-six years.

and

Voted: that there be granted to Harriet V. Mulloy, Assistant, leave of absence without loss of pay for 4 weeks dating from March 13, 1939, because of illness certified by her physician, and Miss Mulloy having been in the service of the Library for thirty years.

and

Voted: that there be granted to Katherine J. Collins, Working Forewoman, leave of absence without loss of pay for 7 1/2 weeks dating from March 1, 1939, because of illness certified by her physician, and Miss Collins having been in the service of the Library for eighteen years.

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and

Voted: that there be granted to Marie M. Kennedy, Second Assistant, leave of absence without loss of pay for 5 weeks dating from March 18, 1939, because of illness certified by her physician, and Miss Kennedy having been in the service of the Library for sixteen years.

and

Voted: that there be granted to Bessie E. Fisher, First Assistant, leave of absence without loss of pay for 8 weeks dating from April 6, 1939, because of illness certified by her physician, and Miss Fisher having been in the service of the Library for thirteen years.

and

Voted: that there be granted to Helene M.L. Carlson, Assistant, leave of absence without loss of pay for 4 1/2 weeks dating from February 27, 1939, because of illness certified by her physician, and Mrs Carlson having been in the service of the Library for eleven years.

The Director brought to the attention of the Board the case of a member of the staff who, by reason of illness, is in need of financial aid. On his recommendation it was

Voted: that there be paid to Louise A. Carney, Assistant, the sum of \$50 from the income of the Alice Lincoln Whitney Fund.

The Director reported to the Board in the matter of the filling of the vacancy in the position of Chief of the Cataloging and Classification Department in the Reference Division, caused by the retirement on April 30 of Lucien E. Taylor. He stated that there is seldom to be found an individual with the qualified technical background and knowledge to advise on cataloging and classification problems who also combines the administrative ability necessary to run a department with a large personnel; that, as a result, many large libraries had adopted the arrangement of having a chief cataloger and a chief classifier, and also an administrator of their cataloging and classification departments; that the Boston Public Library a Chief Classifier in Mr Michael McCarthy, a cataloging expert in Mr William C.

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Shules, formerly of the Johns Hopkins University Library and brought here several years ago in connection with the Library's reclassification projects; and that the present vacancy in the position of Chief of the Cataloging and Classification Department might well be filled by the appointment of an individual with the administrative ability necessary to see that the department as a whole functioned efficiently. He thereupon presented to the Board a list showing the qualifications of all of the individuals in the Library service who might conceivably be considered for such a position. He also indicated that his best judgment, all things considered, would lead him to recommend the appointment of Mr. William A. Roblyer, at present Chief Supervisor of the Library's WPA Reclassification and Recataloging Projects, whose administrative ability under very difficult circumstances he had observed over a period of several years.

There followed a discussion of the several candidates, after which it was

Voted: that William A. Roblyer be appointed Chief of the Cataloging and Classification Department in the Reference Division, at a salary of \$2670, per annum, the appointment to be put into effect as soon as possible at the discretion of the Director.

On recommendation of the Director it was

Voted: that Ellen M. O'Brien, Cleaner, having been certified by the Civil Service Commission and having completed satisfactorily six months in the service of the Library, be appointed to the permanent service, at a salary of \$18 per week, as of May 10, 1939.

The Director announced that there had been received a 14th anonymous gift for story-telling in the public schools, and it was thereupon

Voted: that the Board express its grateful thanks to the anonymous donor of the sum of \$50. for story-telling in the public schools, the same to be carried on under the auspices of the Public Library and under the direct supervision of Miss M. Jordan, Supervisor of Work with Children; and that Miss Jordan be asked to express to the donor the grateful thanks of the Board for the interest and trust reposed

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in the work which the Library carries on in behalf of children.

The Director stated that at his request Mr. Zoltan Haraszti, Keeper of Rare Books, had gone to New York twice to examine items which the Library was interested in acquiring at certain book auctions being held in New York City. He recommended that Mr. Haraszti's traveling expenses in connection with these examinations be paid by the Library. It was therefore

Voted: that there be paid to Zoltan Haraszti, Keeper of Rare Books, the sum of \$52.76, for traveling expenses incurred by him in connection with the examination and purchase of certain items at the G.A. Baker & Co., Inc. sale on March 30, 1939 and the Alfred L. Austrian sale on April 4 and 5, 1939, in New York City.

and

Voted: that there be paid to Zoltan Haraszti, Keeper of Rare Books, the sum of \$35.29, for traveling expenses incurred by him in connection with the examination and purchase of certain items at the John A. Spoor sale on April 26 and 27, 1939, in New York City.

The Director brought to the attention of the Board the matter of the recent apparent loss in the Rare Book Department of two volumes sent on approval by the Brick Row Bookshop of New York for possible purchase by this Library. He stated that a report to the book store of the non-arrival of four items listed as sent had brought back word of their inclusion in the same box with other items received by the Library. He stated that further search of the box had revealed two of the four missing items, but that no trace of the other two had been found. Following the discussion of the situation, it was agreed that the Director should inquire further as to coverage of the loss through insurance and report in the matter to the Board at a subsequent meeting.

The Director reported that the Mayor had submitted to the City Council an order for the sale of the property at 100 Brooks Street, Brighton, formerly occupied

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by our Fenwick Branch Library but of which the title rests with the City. The Director stated that, since this property is no longer required for library purposes, the Board should take formal action to relinquish use of it so that the sale may be effected. It was therefore

Voted: that, inasmuch as the land and buildings situated at 100 Brooks Street, Brighton, are no longer required for library purposes, the Trustees of the Public Library of the City of Boston do hereby relinquish all claim to the use of the aforesaid property.

The Director reported on the present status of the case of Arthur T. Clarke, Surviving Trustee under the will of Josiah H. Benton, that the case had been assigned for April 12 at which time Mr. Clarke was to appear in Court to show cause why he should not pay the amounts disallowed by the Court, that Mr. Clarke had failed to appear and had been given until 9:30 a. m. the following morning to appear, that Mr. Clarke had failed to appear by 9:30 a. m. and that the Court had thereupon issued a writ of capias for his presentation in court. The Director stated that Mr. Clarke had not been found and that his whereabouts were not known.

The Director stated further, that Mr. Harold Stewart, of Messrs. Stewart, Watts & Ballou, the firm that had made the audit and accounting of the Benton Estate for the Trustees of the Public Library and for the Rector of Trinity Church, had been approached by a Mr. Henry Parsons, acting for Mr. Clarke's son, with the request that Mr. Stewart undertake on behalf of the son an examination of the trusts held by Mr. Arthur T. Clarke. The Director stated that the Corporation Counsel had been consulted by Mr. Stewart to ascertain whether it was proper for him to undertake such work in consideration of the fact that he had been acting previously in the same case for the Trustees of the Library and for the Rector of Trinity Church. The Corporation Counsel had thereupon reported in the matter to the Director

May 5, 1939

of the Library, stating that, inasmuch as he had secured the writ of capias for the apprehension of Mr. Clarke, he, together with the counsel for the Rector of Trinity Church would report the aforesaid information informally to the Court and ask for instructions.

The Director reported that the hearing before the City Council on the Library's budget estimates for 1939 was scheduled to be held this coming week. He stated that since the last meeting of the Board the H Account, the item for WPA Relief Projects, had been reduced by the Budget Commissioner to \$25,000, making a new total for the estimates at \$3,274,278.52.

The Director brought to the attention of the Board a proposal by Simmons College to build eventually a new building for its College Library and its School of Library Science, with the possibility of providing space therein for a branch of the Boston Public Library, if desired and if financial conditions permit. He stated that such an eventuality would have distinct advantages for the Library.

The Director read an Order from the City Council that the name of the Boylston Branch Library be changed to be the Arthur T. Connolly Branch Library. It was agreed that this Order should be considered at the next full meeting of the Board.

The Board then gave consideration to the appointment of an Examining Committee for 1939. The following individuals were appointed as members:

Mrs. Gordon Abbott	Miss Susan J. Ginn
Mr. Thomas Barbour	Rev. Phillips E. Osgood
Mr. Philip J. Bond	Rev. Charles E. Park
Mr. Robert Cutler	Mrs. Charles B. Perkins
Mrs. William H. Dewart	Mrs. Edward M. Pickman
Dr. Albert Ekenfried	Hon. Abraham E. Pinsanski
Mr. Henry E. Fuley	Rev. Richard J. Quinlan
Mr. Allan Farber	Mr. William T. Richardson

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Mr Arthur L. Gould

Mr Burnelle G. Hawkins

Mr Herman H. Henkle

Dr Henry Jackson

Rev John S. Keating

Rev Arthur L. Kinsolving

Mrs Augustus K. Loring, Jr.

Mr A. Lawrence Howell

Mr John L. Lowes

Mr John W. Lowes

Mr Keyes D. Metcalf

Mr George H. Northrop

Mr B. M. Selckman

Mrs Arthur A. Shurcliff

Mrs Francis E. Slattery

Rev Russell W. Stafford

Mrs Donald C. Starr

Miss Ruth Tiffany

Mrs Joseph M. Tomasello

Mr John P. Vaccaro

Dr Henry Viets

Mr Lawrence Winship

Mrs Frederick Winslow

Mr Charles E. Wyzanski

Mrs Ray A. Young

Consideration of the possibility of holding a Book Fair again this fall in the Library in conjunction with the Boston Herald and the Board of Trade of Boston Book Merchants was put over until the next meeting.

The Director brought to the attention of the Board notices appearing in the daily press concerning a request to the Library from the late Mr. Samuel Sigilman of Boston, formerly a member of the Examining Committee. He stated that he would make a further report to the Board as soon as detailed information as to the Library's interest in the estate was available.

Dissolved:

Elizabeth B. Brockunier
Clerk

In Board of Trustees May 5, 1939

Friday, May 5, 1939

The annual meeting of the Corporation, postponed from Monday, May 1, 1939 was held at 5:15 o'clock p.m.

Present: Messrs. Buxton, Hall, and Lord.

The President, Mr. Hall, in the chair.

The Corporation elected by viva voce vote its officers for the ensuing year.

First vote for President

Mr. Buxton voted for Robert H. Lord, Mr. Hall voted for Robert H. Lord, Father Lord voted for Mr. Buxton, and Robert H. Lord was declared elected President.

First vote for Vice President

Mr. Buxton voted for John L. Hall, Mr. Hall voted for Frank W. Buxton, Father Lord voted for Frank W. Buxton, and Frank W. Buxton was declared elected Vice President.

First vote for Clerk

Mr. Buxton voted for Elizabeth B. Brockunier, Mr. Hall voted for Elizabeth B. Brockunier, Father Lord voted for Elizabeth B. Brockunier, and Elizabeth B. Brockunier was declared elected Clerk.

The President thereupon named as members of a Finance Committee to serve until the next annual meeting Messrs. Hall, Kirstein, and Sedgwick.

On motion duly made and seconded the following enabling acts were then taken:

Voted: that any member of the Corporation be and hereby is authorized to sign on behalf of the Corporation bills, special drafts, and payrolls of the Library.

and

Voted: that, until the next annual meeting, the President, or Vice President, or in the inability of either, any

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member of the Board of Trustees, he
and hereby is authorized to sign
contracts entered into by the Board.

Dissolved:

Elizabeth B Brockmeyer
Clerk.

I, Elizabeth Brady Brockmeyer, do
solemnly swear that the oath of
office above was taken by me, as
it appears

Elizabeth B Brockmeyer

Sworn and subscribed before
me this 13th day of April 1971

Notary Public

DEC
20
1971

The Clerk qualified for office by taking the following oath:

I, Elizabeth Brady Brockmeyer, solemnly swear
that I will well and faithfully perform all the
duties incumbent upon me as Clerk of the
Trustees of the Public Library of the City of Boston;
so help me God.

Elizabeth B Brockmeyer

Sworn and subscribed to before me this fifth day
of May, A.D. 1939, at Boston, Suffolk County, Massachusetts.

(Signed) Robert F. Dixon

Notary Public
My commission expires March 8, 1946

June 2, 1939

In Board of Trustees.

Friday, June 2, 1939.

A regular meeting of the Corporation was held in
the Trustees Room at 7:15 p.m.

Present: Messrs. Buxton, Kirslein, Lord, and Sedgwick.

The President, Father Lord, in the chair.

The minutes of the annual meeting and of the
regular meeting of May 5, 1939, as presented were approved.

The supply list of May 17, 1939, authorized by a
Trustee since the last meeting, was approved in the
amount of \$2,199.83.

The Director was authorized to purchase, according
to a list submitted to him and to be placed on file,
miscellaneous supplies for the Library in the amount
of \$2,154.20.

The following bills, having been approved by the
Director and a Trustee, were allowed and ordered
paid: the May 1st draft, chargeable to the General
Appropriation in the amount of \$19,644.34, £ 15:17:3,

June 2, 1939

£ 75.50, and to Trust Funds Income in the amount
of \$7,726.28, £ 727:13:1, Rmks 2,125.13, Francs 8,517.00,
Gld. 70.70, Swiss Francs 7,829.00, and £ 24.50; and
the June 30th draft, chargeable to the General Appropriation
in the amount of \$344.37, £ 3:8:0, and £ 127.50,
and to Trust Funds Income in the amount of
\$7,559.87, £ 118:18:4, Rmks 2090.23, Francs 2870.55,
Swiss Francs 996.00, and Gld. 27.30.

Circular Letters No. 6, 8, 9, and 10 from the
Mayor's Office were read and ordered placed on file.

The Director presented an attested notification
from the City Clerk that Louis E. Kirslein had
been duly sworn as a Trustee of the Public
Library of the City of Boston for the term
ending April 30, 1944.

On recommendation of the Director it was

Voted: that there be granted to Esther Tisser, Cataloger, leave of absence without loss of pay for 10 weeks dating from May 20, 1939, because of illness certified by her physician, and Miss Tisser having been in the service of the Library for twenty-four years.

and

Voted: that there be granted to Palmira Ricciolo, Assistant, leave of absence without loss of pay for 6 weeks dating from April 24, 1939, because of illness certified by her physician, and Miss Ricciolo having been in the service of the Library for twenty-three years.

and

Voted: that there be granted to Marie W. Kennedy, Second Assistant, leave of absence without loss of pay for 8 1/2 days dating from April 24, 1939, because of illness certified by her physician, and Miss Kennedy having been in the service of the Library for fifteen years.

and

Voted: that there be granted to Bessie E. Fisher, First Assistant, leave of absence without loss of pay for 4 weeks dating from June 1, 1939, because of illness certified

June 2, 1939

by her physician, and Miss Fisher having been in the service of the service of the Library for thirteen years.

The Director brought to the attention of the Board the cases of two members of the staff who, by reason of illness, are in need of financial aid. It was therefore

Voted: that there be paid to Herbert S. Smith, Assistant, the sum of \$72 from the income of the Alice Lincoln Whitney Fund.

and

Voted: that there be paid to Thomas F. Green, Assistant, the sum of \$30 from the income of the Alice Lincoln Whitney Fund.

The Director announced the resignations of Mrs. Agnes Fortunato Prescott, Assistant, as of May 20, 1939, of Mrs. Marie Martin Quigley, Assistant, as of May 20, 1939, and of Elizabeth H. Smith, Assistant, as of June 2, 1939.

The Director announced the transfer of Robert J. Bonang, Fireman, to the Hospital Department on May 22, 1939, and of James F. O'Hare, Janitor, to the Public Buildings Department on May 26, 1939.

The Director reported to the Board in the matter of a vacancy existing in the position of Janitor through the transfer to the Public Buildings Department of one of the Library's Janitors. He suggested that there should be promoted, provided the Civil Service Commission would authorize such promotion, a young man, now on the Library's rolls as a Book Carrier. He stated that this young man at present performs duties similar in part to those of the Janitors and received a salary of \$18.50 per week. He recommended that the young man be raised to the position of Janitor-Laborer at \$25.00 per week, his salary to be increased through step rate increases until he eventually receives the

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full rate of \$33.00 per week for Janitor-Laborers.

The Director further suggested that, to perform the duties now carried on by the Book Carrier, there be appointed another young man, at present an Unclassified Assistant in the Issue Department engaged in the shelving of books. He stated that the aforesaid young man had been unable to meet the examination requirements for permanent appointment to the bibliothecal section of the Library, and that the young man's transfer to the mechanical staff of the Library would bring about eventually a more adequate use of his qualifications than would be otherwise possible. He recommended that, subject to the approval of the appointment by the Civil Service Commission, this young man also be appointed at the beginning rate of \$25.00 per week, with the possibilities of step rate increases in pay up to the maximum for the position.

It was therefore

Voted: that, subject to the approval of the Civil Service Commission, Earl A. Quadros be appointed Janitor-Laborer at \$25.00 per week, the appointment to be put into effect at the discretion of the Director.

and

Voted: that, subject to the approval of the Civil Service Commission, Albert J. Riley be appointed Book Carrier at \$25.00 per week, the appointment to be put into effect at the discretion of the Director.

The Director presented a communication addressed to the Trustees under date of May 15, 1939 by the Boston Library Club, Employees of the Boston Public Library in which were set forth three requests; 1st, that specific information on existing policies relative to sick-leave allowances be made available; 2nd, that step rate increases in pay be made effective retroactive to January in each year; and 3rd, that representatives of employer organizations be invited to attend

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Board meetings to speak when matters arise affecting personnel. It was agreed that the President of the Board should reply to the communication in the following manner; 1st, stating the present policy of the administration relative to sick-leave allowances; 2nd, pointing out that step rate increases are granted in accordance with the appropriation allotted by the Mayor and the City Council, and that funds for step rate increases retroactive to January 1 have not been allowed; and 3rd, indicating that the Board is not clear as to the meaning of the third suggestion in the communication. If the request is for attendance at meetings where individual members of the staff are to be discussed, the Board does not agree to that; but, if the desire is to have attendance at meetings where general problems affecting the staff are to come up, the Board would be glad to have employer representatives attend.

The Director submitted for the consideration of the Board names of individuals qualified for the position of First Assistant for appointment to a vacancy existing in that position in the branch libraries. The Board concurred in the recommendation of the Director, and it was thereupon

Voted: that Mary Golden be appointed First Assistant at \$31. per week, as of June 7, 1939.

The Director also submitted for consideration names of individuals who have qualified for appointment to the position of Second Assistant in the branch libraries, stating that two such vacancies exist at the present time. The Board concurred in the recommendations of the Director, and it was thereupon

Voted: that the following individuals be appointed Second Assistants, as of June 7, 1939:

Anne J. Coleman at \$29.00 per week

Helen L. Lambert at \$29.00 per week

The Director submitted for the consideration of the Board the papers of two individuals who have

June 2, 1939

qualified for appointment to the position of Children's Librarian in the branch libraries. He stated that there exist more vacancies in the position of Children's Librarian than there are qualified applicants available to fill them, and recommended the appointment of the above-mentioned individuals to two of the existing vacancies. It was thereupon

Voted: that the following individuals be appointed Children's Librarians, as of June 7, 1939:
Phyllis L. Barclay at \$30.00 per week
Kathryn S. Winder at \$30.00 per week

The Director recommended to the Board changes in title for two of the Assistants in his office in recognition of their special duties and the responsibilities devolving upon them beyond those of the other Assistants in the Directors Office. Upon his recommendation that for them there be used the title Assistant to the Director, it was

Voted: that Gregory J. Edson be appointed Assistant to the Director at \$1900. per year, as of June 7, 1939.

and

Voted: that Elizabeth B. Brockunier be appointed Assistant to the Director at \$2100. per year, as of June 7, 1939.

The Director brought to the attention of the Board the cases of two of the Janitors who have been in the service of the Library for over 40 years, who, although senior members of their group, receive the same salary as those coming new into service at the present time. He suggested that, in conformance with the Library's practice of having a Working Foreman of Painters, a Working Foreman of Electricians, and a Working Foreman of Carpenters, similar recognition might be given to the two individuals in question, with a change in salary from \$33. per week to \$35.00 per week. It was thereupon

Voted: that the following individuals be appointed Working Foreman of Janitors, the appointment to be subject to the approval of the Civil Service Commission

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and to be put into effect at
the discretion of the Director:

Henry W. May at \$35.00 per week
James J. Kelley at \$35.00 per week

The Director stated that, although the final budget had not been passed by the City Council, unless further reductions were made in the Library's estimates, the Library's appropriation would contain provision for step rate increases in pay for the current year, such step rate increases in pay to be effective, at the request of the Budget Commissioner, from June 7, 1939. The Director thereupon submitted for consideration of the Board a list of those eligible to receive such step rate increases in pay. After consideration of the matter and in view of the fact that the present meeting would probably be the last to be held before the autumn, it was

Voted: that step rate increases in pay be granted to the following individuals as set forth in the accompanying schedule, to be put into effect only insofar as the annual budget for 1939 as finally passed by the City Council contains the funds necessary for the purpose.

(see Schedule A -

The Director also submitted to the Board a list of those individuals who by reason of passing certain qualifying and promotional examinations, given for the first time in May 1938, are eligible for grade increases in pay. He stated that the suggested grade increases in pay had been computed in terms of the examination requirements met by the individual members of the staff, as announced to the staff in June 1937 and subsequently made effective as of January 1, 1938. The Director recommended that the indicated grade increases in pay be granted, provided that the Library's appropriation as finally passed by the City Council contains provision of the necessary funds. It was thereupon

June 2, 1939

Voted: that step rate increases in pay be granted to the following Probationary Assistants as set forth in the accompanying schedule, to be put into effect only insofar as the annual budget for 1939 as finally passed by the City Council contains the funds necessary for the purpose.

(see Schedule B -

and

Voted: that grade increases in pay be granted to the following individuals as set forth in the accompanying schedule, to be put into effect only insofar as the annual budget for 1939 as finally passed by the City Council contains the funds necessary for the purpose.

(see Schedule C -

The Director again presented for the consideration of the Board an Order from the City Council, action on which had been deferred from the preceding meeting, in which the Trustees were requested to rename the Boylston Branch Library the Monsignor Arthur T. Connolly Branch Library in honor of the late Monsignor Arthur T. Connolly, long a pastor in the community in which the Branch Library is situated and long a Trustee of the Boston Public Library. Following a general discussion of the policy of naming branch libraries for individuals, it was decided that as a mark of respect for his long and valuable service as a Trustee of the Library that the Boylston Branch Library be renamed the Monsignor Arthur T. Connolly Branch Library. It was therefore

Voted: that the Boylston Branch Library be renamed the Monsignor Arthur T. Connolly Branch Library.

The Director stated that he had taken the liberty of adding the name of Mr Harlow Shapley to the list of members of the Examining Committee for 1939, inasmuch as when Mr Shapley had been obliged to refuse to serve the preceding year since he was to be out of the country, he had stated at that time that he would be very glad to serve another year.

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The Director reported that the President, the Comptroller, and himself had appeared before the Committee on appropriations of the City Council on May 9 to answer questions concerning the Library's budget estimates for 1939, and that on May 19 the Comptroller and himself had attended the public hearing on the 1939 budget at Faneuil Hall to be at hand in case any inquiries were made concerning the Library's estimates. He stated that to date the City Council had not passed the complete budget for the year.

The Director reported that inquiry had been made by the other two cooperating agencies of last year's book fair, namely, the Board of Trade of Boston Book Merchants, represented by Mr. Richard F. Fuller, and the Boston Herald, represented by Mr. Robert B. Choate, as to whether the Library would join with them in the holding in 1939 of a second book fair within the Library. After discussion of the advisability of conducting such a book fair in view of the expense involved, with Mr. Duxton not voting, it was

Voted: that, subject to the approval by the Corporation Counsel of the Trustees' right to incur expense in connection with the holding of a book fair, there should be held during the autumn of 1939 a Boston Book Fair, under the sponsorship of the Board of Trade of Boston Book Merchants, the Boston Herald, and the Boston Public Library.

The Director presented a request from Mr. M. A. Margolis, an advertising agent in Boston, to carry on radio broadcasting from the Library under commercial sponsorship. It was agreed that it was not desirable for the Library to engage in radio broadcasting under commercial sponsorship, and the Director was requested to so inform Mr. Margolis.

The Director reported in the matter of the repair of the West End Branch Library building that one of the requirements in the project proposal as submitted

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by the Superintendent of Public Buildings to the W.P.A. had been that there be appointed a responsible architect to advise in the reconstruction of the building, but that to date no architect had been appointed, and furthermore, no adequate plans for the work to be undertaken had been drawn up. The Director stated that he was shortly to secure a copy of the proposal, after which he would immediately call upon the local administrator and, if necessary, the state administrator with a view to resolving such difficulties as exist concerning the appointment of a qualified architect. He stated that pending the resolving of the present difficulty he had requested that further work on the project cease.

The Director reported, in the matter of the status of the contempt case against Arthur F. Clarke, Surviving Trustee under the will of the late Josiah H. Benton, that Mr. Clarke had apparently written to the Judge of the Probate Court that he regretted not having appeared when his presence had been ordered by the Court and that upon the Judge's return from present vacation absence he would present himself and place himself under the Judge's jurisdiction. The Director stated that copies of Mr. Clarke's letter to the Judge had been sent to both the Corporation Counsel of the City of Boston and to the Counsel for the Rector of Trinity Church. The Director reported that Messrs. Stewart, Watts, and Ballou, Public Accountants, had completed their examination and checking of the securities and cash belonging to the Trustees of the Public Library and held in the custody of the City Treasurer, and had reported that all were in hand and accounted for. The Director stated that it would now be necessary for a majority of the Trustees to check by sampling with the aid of the list prepared by Messrs. Stewart, Watts, and Ballou the actual

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securities in the City Treasurer's custody and kept in the vaults of the Old Colony Trust Company. He suggested that this might well be done immediately following the next meeting of the Finance Committee. He stated that there was a balance of \$34,000 which should be invested by the Finance Committee at the present time. It was agreed that the Finance Committee should meet at noon on the following Tuesday, June 6, and that Mr. Buxton should join with Messrs. Hall and Sedgwick in the inability of Mr. Kinstien to be present at that time, in order that there might be a majority of the Trustees present to check the securities.

In order to provide for the making and entering into of contracts during the summer months when the Board is not in session the following enabling vote was taken. It was

Voted: that during the summer months and until the next regular meeting the President, or Vice President, be and hereby authorized to make and enter into contracts on behalf of the Trustees of the Public Library of the City of Boston.

The Director reported informally in the matter of the contemplated disbanding of the Boston Library Society, stating that he had expressed to one of the officers of that organization the Public Library's possible interest in acquiring some of the Society's collection, and that the officer in question had assured him that the Public Library would be given that opportunity in the event of a sale and that further details would be forthcoming following a meeting of the Society to be held on June 30.

Dissolved:

Elizabeth B. Brockmeyer
Clerk.

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Schedule A

Director's Office		Step Rate Increases in Pay for 1939	
Elizabeth B. Brockmeyer	Assistant to the Director	\$21.00	\$22.00
Gregory J. Edson	Assistant to the Director	19.00	20.00
Elena Conlin	Assistant	16.00	17.00
Eleanor DiGiannantonio	Assistant	15.00	16.00
Editha Ewing	Assistant	16.00	17.00
Marjorie E. Grimes	Assistant	11.50	12.50
Francis G. Myers	Assistant	11.50	12.50
Ruth B. Roberts	Assistant	17.25	18.25
Bertha V. Hartzell	Supervisor of Training	25.00	26.00
M. Florence Cofflin	Branch Librarian	22.50	23.50***
Christiana M. Jordan	First Assistant	31.50	33.00
Mary L. Gilman	Children's Librarian	30.00	32.00
Marie M. Kennedy	Second Assistant	31.00	33.00
Alice M. Waters	Assistant	29.00	31.00
Frances W. McDonagh	Assistant	23.00	25.00
Mildred Houde	Assistant	22.00	24.00
Anna Flynn	Assistant	22.00	24.00
Elizabeth McShane	Branch Librarian	22.50	23.50
Julia La Rocca	First Assistant	33.00	35.00
Ellen J. Offutt	Second Assistant	30.00	32.00
Mary Dennison	Assistant	29.00	31.00
Margaret Calnan	Branch Librarian	22.50	23.50
Helen S. Moran	Children's Librarian	31.00	35.00
Geraldine Madden	Second Assistant	30.00	32.00
Evelina Olivier	Assistant	28.00	30.00
Clara Chupas	Assistant	22.00	24.00
Mary J. Coughlin	Assistant	22.00	24.00
Katrina M. Sather	Branch Librarian	22.50	23.50
Florence McManus	First Assistant	32.00	34.00
Pauline Lyon	Second Assistant	31.00	33.00
Anna P. Lima	Second Assistant	30.00	32.00

*** Receives \$5.77 per week (\$300 per year) additional for 15 years of service.

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Mildred Adelson	Assistant	22.00	24.00
Katherine Hogan	Branch Librarian	22.50**	23.50.**
Agnes D. McDevitt	First Assistant	32.00	34.00
Marjorie Oberauer	Children's Librarian	33.00	35.00
Cecilia Nazzaro	Second Assistant	30.00	32.00
Lillian P. Burroughs	Probationary Assistant	26.00	28.00
Lillian E. Kovars	Assistant	23.00	25.00
Helen A. Brennan	Assistant	23.00	25.00
Effie M. Freeman	Probationary Assistant	23.00	25.00
Helen M. O'Leary	Branch Librarian	22.50.	23.50.
Margaret M. Queney	Children's Librarian	30.00	32.00
Helen S. Murphy	Assistant	28.00	30.00
Helen Harmon	Assistant	23.00	25.00
Elizabeth Nass	Branch Librarian	22.50.	23.50.
Ruth B. Sather	First Assistant	33.00	35.00
Edna C. Langille	Children's Librarian	33.00	35.00
Eleanor O'Leary	Second Assistant	31.00	33.00
Helen Connell	Assistant	26.00	28.00
Gertrude S. Grace	Assistant	26.00	28.00
Frances Lepie	Assistant	26.00	28.00
Mildred M. MacBain	Assistant	26.00	28.00
Marion C. Kingman	Branch Librarian	22.50.	23.50.
Maddeline Holt	First Assistant	32.00	34.00
Phyllis L. Barclay	Children's Librarian	30.00	32.00
Inne Wadsworth	Second Assistant	29.00	31.00
Mildred B. Blom	Assistant	22.00	24.00
Eleanora N. Chaplik	Assistant	22.00	24.00
Shida Kalin	Assistant	22.00	24.00
Theodora B. Stoff	Branch Librarian	22.50.	23.50.
Margaret A. Morgan	First Assistant	31.00	33.00
Elizabeth M. Gordon	Children's Librarian	33.00	35.00
Ewaldine Tohy	Second Assistant	30.00	32.00

** Receives \$3.55 per week (\$200 per year) additional for 20 years of service.

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Lillian Bickford	Assistant	29.00***	31.00***
Marion Ellis	Assistant	26.00	28.00
Catherine Draligh	Assistant	22.00	24.00
Dorothea M. Coine	Assistant	22.00	24.00
Pauline Winnick	Assistant	22.00	24.00
Gertrude L. Connell	Branch Librarian	22.50.	23.50.
Clarence Darling	First Assistant	32.00	34.00
Julia Barry	Assistant	26.00	28.00
Ethel E. Lindquist	Assistant	23.00	25.00
Mary E. Ames	Branch Librarian	21.00.	22.00.
Bessie Fisher	First Assistant	32.00	34.00
Taimie Lilia	Children's Librarian	30.00	32.00
Anne Coleman	Second Assistant	29.00	31.00
Louis Palishook	Assistant	22.00	24.00
Martha Engler	Assistant	22.00	24.00
Sara Lyon	Branch Librarian	22.50.	23.50.
Gertrude Leuffgren	First Assistant	33.00	35.00
Ellen Peterson	Children's Librarian	33.00	35.00
Grace Chippendale	Second Assistant	30.00	32.00
Minna A. Cohen	Assistant	26.00	28.00
Rebecca Willis	Branch Librarian	19.00.	20.00.
Mary Holden	First Assistant	31.00	33.00
Sara J. Sawyer	Children's Librarian	30.00	32.00
Evelyn Green	Second Assistant	31.00	33.00
John E. Burke	Assistant	22.00	24.00
Glenice L. Keller	Assistant	22.00	24.00
Mary Nichols	Branch Librarian	20.50.	21.50.
Elinor Day	Children's Librarian	30.00	32.00
Margaret Pesella	Assistant	26.00	28.00
Anne Connors	Assistant	22.00	24.00

*** Receives \$5.77 per week (\$300 per year) additional for 25 years of service.

June 2, 1939	Dorothy Nourse	Branch Librarian	1900.	2000.
	Louis Rains	Assistant	22.00	24.00
	Louisa Metcalf	Assistant	22.00	24.00
	Elizabeth Hodges	Assistant	22.00	24.00
	Muriel Cann	Branch Librarian	1900.	2000.
	Anna Reis	First Assistant	33.00	35.00
	Elice Carrot	Assistant	29.00	31.00
	Margaret C. Wright	Assistant	22.00	24.00
	Ada A. Andelman	Branch Librarian	2250.	2350.
	Marion R. Herzog	First Assistant	32.00	34.00
	Pauline O'Melia	Children's Librarian	30.00	32.00
	Marian L. Cornell	Second Assistant	29.00	31.00
	Ethel Kimball	Assistant	29.00	31.00
	Sadie B. Possick	Assistant	22.00	24.00
	Madeline Mitchell	Assistant	22.00	24.00
	Margaret McGovern	Branch Librarian	2000.	2100.
	Lizette Tancik	First Assistant	33.00	35.00
	Veronica Moran	Children's Librarian	33.00	35.00
	Susan W. Connew	Second Assistant	29.00	31.00
	Anna G. Lynch	Assistant	29.00	31.00
	May McDonald	Assistant	26.00	28.00
	Sarah Richman	Assistant	26.00	28.00
	Mildred Sencute	Assistant	25.00	27.00
	Kathleen Landrey	Assistant	23.00	25.00
	Jean M. Langer	Assistant	22.00	24.00
	Ruth Strickburn	Assistant	22.00	24.00
	Alice Sheftel	Assistant	22.00	24.00
	Catherine Loughman	Branch Librarian	1900.	2000.
	Elizabeth Kernachan	First Assistant	33.00	35.00
	Helen Sazoff	Children's Librarian	31.00	33.00
	Glady's White	Second Assistant	29.00	31.00
	Agnes Aghlan	Assistant	26.00	28.00
	Eva Rogers	Assistant	23.00	25.00

June 2, 1939	Margaret Reid	Branch Librarian	2100.	2200.
	Anna T. Mc Guinness	Assistant	29.00	31.00
	Etta Lasker	Assistant	26.00	28.00
	Hazel Ross	Assistant	26.00	28.00
	Elizabeth Bondreau	Branch Librarian	1900.	2000.
	Catherine Kelly	Assistant	28.00	30.00
	Mildred Kaufman	Assistant	22.00	24.00
	Mary F. Curley	Branch Librarian	2250.	2350.
	Marion Lowe	First Assistant	33.00	35.00
	Sally A. Carroll	Children's Librarian	30.00	32.00
	Pauline Cohen	Second Assistant	29.00	31.00
	Winifred Root	Assistant	29.00	31.00
	Charlotte Cooper	Assistant	26.00	28.00
	Rosalie Abramson	Assistant	22.00	24.00
	Frank P. Bruno	Assistant	22.00	24.00
	Rose Conti	Assistant	22.00	24.00
	Catherine Flannery	Branch Librarian	2050.	2150.
	Oliver M. Wilson	Assistant	26.00	28.00
	Alice K. Campbell	Assistant	26.00	28.00
	Maie M. Powell	Assistant	22.00	24.00
	Mary M. Sullivan	Branch Librarian	2250.*	2350.*
	Bradford Hill	Reference Librarian	33.00	35.00
	Marquette Donovan	Children's Librarian	30.00	32.00
	Geraldine Scannell	Second Assistant	27.00	31.00
	Margaret Burns	Assistant	26.00	28.00
	Beatrice Gould	Assistant	22.00	24.00
	Edith M. Bailey	Branch Librarian	1900.	2000.
	Beatrice Palmer	Assistant	26.00	28.00
	Myrtis L. Matheson	Assistant	25.00	27.00

* Receives \$1.92 per week (\$100 per year) additional for 35 years of service.

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Annice M. Donovan	Branch Librarian	2250**	2350.**
Jessie M. Maisted	First Assistant	33.00	35.00
Louise Linton	Second Assistant	30.00*	32.00
Gertrude Locke	Assistant	26.00	28.00
Mary E. Connor	Assistant	26.00	28.00
Frances O'Connor	Assistant	22.00	24.00
Mary Karin	Branch Librarian	1900.	2000.
Mary A. Hackett	First Assistant	33.00	35.00
Lillian M. Behr	Second Assistant	29.00	31.00
Louise Killgoar	Assistant	26.00	28.00
Florence F. Rickford	Assistant	23.00	25.00
Catherine O. Lenehan	Assistant	22.00	24.00
Clara Maxwell	Branch Librarian	2250.	2350.
Anne M. Connolly	First Assistant	33.00	35.00
Dora Feldman	Children's Librarian	31.00	33.00
Mary Rizzotto	Second Assistant	30.00	32.00
Helen L. Lambert	Second Assistant	29.00	31.00
Maice J. Brady	Assistant	23.00	25.00
Beatrice Maguire	Branch Librarian	2250.	2350.
Gene G. Hersey	First Assistant	31.00	33.00
Ruth Hayes	Children's Librarian	31.00	33.00
Marion Abbott	Second Assistant	31.00	33.00
Anna Bell	Assistant	26.00	28.00
Ruth Michelson	Assistant	26.00	28.00
Alberta Kneeland	Assistant	25.00	27.00
Maice T. Hastie	Assistant	22.00	24.00
Dorothy Flood	Assistant	22.00	24.00
Sammy Goldstein	Branch Librarian	2250	2350.
Katherine Collins	First Assistant	31.00	33.00
Rebecca Millmeister	Second Assistant	31.00*	33.00*
Mary E. Libby	Assistant	29.00**	31.00**
Maurice Sogoff	Assistant	25.00	27.00
Ernest Johnson	Assistant	23.00	25.00

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Kellie Globus	Assistant	22.00	24.00
Geneva Watson	Branch Librarian	2150.	2250.
Pauline Walker	First Assistant	32.00	34.00
Marjorie MacIntire	Children's Librarian	31.00	33.00
P. Laurelle West	Assistant	26.00	28.00
Etta Kessell	Assistant	26.00	28.00
Rose T. Fitch	Assistant	24.00	26.00
Mildred J. Michelman	Assistant	22.00	24.00
Alice M. Jordan	Supervisor of Work with Children	3000.*	3100.*
Mary Toy	Children's Librarian	2100.*	2200.*
Mary Doyle	Assistant	33.00	35.00
Evelyn Billman	Assistant	24.00	26.00
Anne Armstrong	Assistant	23.00	25.00
Florence S. Stinger	Assistant	20.00	22.00
Ruth S. Cannell	Assistant	1650.	1750.
Edna G. Beck	Chief of Book Selection Agent	2050.	2150.
Ruth Goodwin	Assistant	26.00	28.00
Sarah M. Usher	Assistant	2050.	2150.
Alice V. Harvland	Assistant	1250.	1350.
Marian McCarthy	Assistant-in-Charge	40.00**	42.00**
Mary M. Gray	Assistant	30.00	32.00
Lillian Forrest	Assistant	24.00	26.00
Janet Jordan	Assistant	22.00	24.00
Emilia Lange	Assistant	22.00	24.00
Catherine Locke	Assistant	22.00	24.00
Ethel Haglewood	Cataloguer	40.00	42.00
Charles Gillis	Assistant	36.00	38.00
Jean Lay	Assistant	33.00	35.00
* Receives \$1.92 per week (\$100 per year) additional for 35 years of service.			
** Receives \$3.85 per week (\$200 per year) additional for 40 years of service.			
*** Receives \$5.77 per week (\$300 per year) additional for 45 years of service.			

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Francis Fichter	Assistant	30.00	32.00
Edward Casey	Assistant	22.00	24.00
Grace B. Loughlin	Chief of Branch Issue Department	20.00	21.00
Bessie Doherty	Assistant	34.00	36.00
Chester Szakacs	Assistant	34.00*	36.00*
Bertha Keswick	Assistant	29.00	31.00
Hany Andrews	Assistant	26.50	28.50
Anna Brennan	Assistant	24.00	26.00
Rose Karaian	Assistant	22.00	24.00
Adda Smeed	Assistant	22.00	24.00
Beatrice Flanagan	Chief of School Department	22.50	23.50
Mary R. Traverso	Children's Librarian	31.00	33.00
Emelyn Levy	Assistant	29.00	31.00
Kathryn Warner	Children's Librarian	30.00	32.00
John Hankey	Assistant	22.00	24.00
Celeste LeVangie	Assistant	22.00	24.00
Margaret J. Carr	Assistant	12.50	13.50
Eleanor Berlin	Assistant	22.00	24.00
James C. McEllicuddy	Assistant	12.50	13.50
Salomie Murray	Assistant	16.50	17.50
Lulu M. Nelson	Assistant	11.50	12.50
John J. Connolly	Assistant	21.50	22.50
William J. Mulloney	First Assistant	44.00	45.00
Esther E. Couture	Assistant	23.00	25.00
Edward J. Mikand	Assistant	22.00	24.00
Katherine G. Sullivan	Assistant	33.00	35.00
Martin D. Waters	Assistant	22.00	24.00
Sidney Weinberg	Assistant	22.00	24.00
John M. Carroll	Assistant	27.00	29.00
George E. Carley	Assistant	22.00	24.00
Mary D. Edson	Assistant	27.00	31.00
Florence W. Newsome	Assistant	30.00	32.00

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Russell A. Scully	Assistant	31.00	33.00
Christine Hayes	Chief	23.50	24.50
Mildred Chalifoux	Assistant	31.00	33.00
Henry F. Barry	Assistant	22.00	24.00
Thomas F. Brien	Assistant	22.00	24.00
M. Therese Campbell	Cataloguer	34.00*	36.00*
May L. Crosby	Cataloguer	34.00	36.00
Hany C. Fletcher	Assistant	27.00	29.00
Katherine J. Gorham	Assistant	36.00*	37.00**
Alice E. Hackett	Assistant	32.00	34.00
Virginia A. Hall	Assistant	24.00	26.00
Abraham H. Kalish	Assistant	34.00	36.00
Frances Kespert	Assistant	24.00	26.00
Esther Lissner	Cataloguer	34.00	36.00
Gladys E. Locke	Cataloguer	34.00	36.00
Barbara Lynch	Assistant	24.00	26.00
Joseph A. Lynch	Assistant	33.00	35.00
Patrick O. Murtagh	Assistant	22.00	24.00
Paul E. Nagle	Assistant	22.00	24.00
Mildred C. O'Connor	Assistant	24.00	26.00
Michael Pappoutsakis	Assistant	31.00	33.00
Palмира Piccolo	Assistant	22.00	24.00
Benjamin Ruedel	Assistant	36.00	37.00**
Aaron A. Starr	Assistant	28.00	30.00
Minna Steinberg	Assistant	31.00	33.00
Olive H. True	Assistant	28.00	30.00
Edith A. von Schoppe	Assistant	27.00	29.00
Everett B. Penkshury	Cataloguer	38.00	40.00
Rosilla S. MacFadden	Assistant-in-charge	36.00	38.00
James A. Burns	Assistant	22.00	24.00
Robert Dixon, Jr.	Assistant	22.00	24.00

** Maximum rate of pay for that grade level.

* Reives \$1.92 per week (\$100 per year) additional for 35 years of service.

*** Reives \$5.77 per week (\$300 per year) additional for 45 years of service.

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William D'Rosario	Assistant	22.00	29.00
George C. Johnson	Assistant	26.00	28.00
Clara J. Jones	Assistant	29.00	31.00
Alice Mason	Assistant	29.00	31.00
Joseph Sullivan	Assistant	22.00	29.00
Ruthleen M. Woodworth	Assistant	30.50	32.50
Julia K. Zaugg	Assistant	32.00	34.00
Laura K. Gibbs	Assistant-in charge	40.00	42.00
Charles C. Higgins	Assistant	22.00	29.00
Sarah E. Welch	Assistant	27.00	26.00
Beatrice Coleman	Second Assistant	39.00	41.00
William A. McEwan	Second Assistant	31.00	41.00
Mary A. Reynolds	Second Assistant	39.00	41.00
Gerald L. Ball	Assistant	28.00	30.00
Mary T. Bean	Assistant	22.00	29.00
Vera Calhoun	Assistant	22.00	29.00
Edna D. Clayton	Assistant	22.00	29.00
Santa M. Costa	Assistant	30.00	32.00
Mary J. Cyle	Assistant	22.00	29.00
Joseph A. Crowley	Assistant	35.00	37.00
Jeanne Curlop	Assistant	22.00	29.00
Margaret M. Dailey	Assistant	22.00	29.00
Stella A. Ennis	Assistant	33.00	35.00
Ada Ginsburg	Assistant	22.00	29.00
Rita Goggin	Assistant	22.00	29.00
Laura J. D. Hegarty	Assistant	22.00	29.00
Mary E. Johnston	Assistant	22.00	29.00
Rosalie Lang	Assistant	22.00	29.00
Cecilia McDonough	Assistant	22.00	29.00
Canon E. McDonough	Assistant	22.00	29.00
Grace M. Marvin	Assistant	22.00	29.00
Lillian Matzkin	Assistant	22.00	29.00

|| Maximum rate of pay for the grade level.

* Receives \$1.72 per week (\$1.00 per year) additional for 35 years of service.

** Receives \$3.05 per week (\$1.20 per year) additional for 40 years of service.

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Anne L. Moore	Assistant	22.00	29.00
John J. Niland	Assistant	22.00	29.00
Claire Pierce	Assistant	22.00	29.00
Theodora M. Siramo	Assistant	22.00	29.00
Mary C. Robbins	Assistant	22.00	29.00
Robert Roper	Assistant	22.00	29.00
Estelle Sullivan	Assistant	22.00	29.00
Philomena Sullivan	Assistant	22.00	29.00
Ralph Sullivan	Assistant	22.00	29.00
Mary Wilfert	Assistant	22.00	29.00
Mary Wilson	Assistant	22.00	29.00
Richard G. Appel	Assistant-in charge	41.00	43.00
Leonard Burkat	Assistant	22.00	29.00
Winona L. Elliott	Assistant	33.00	35.00
Herbert L. Smith	Assistant	29.00	26.00
Dorothy Stigler	Assistant	22.00	29.00
Ruth E. Boyal	Assistant	22.00	29.00
Marie J. Cashman	Assistant	22.00	29.00
Francis Doherty	Assistant	22.00	29.00
Mary M. McDonough	Assistant	39.00	36.00
Charles H. McLean	Assistant	22.00	29.00
Ellie J. Partridge	Assistant	25.00	27.00
Elizabeth Wright	Chief	21.00	22.00
Max Anapalsky	Assistant	23.00	25.00
Kenneth C. Barnes	Assistant	24.00	26.00
Walter Blum	Assistant	22.00	29.00
Henry J. Cartland	Assistant	22.00	29.00
Leonard J. Kanter	Assistant	22.00	29.00
Jordan R. Kilbrick	Assistant	22.00	29.00
Bridie P. O'Connell	Assistant	29.00	26.00
B. Joseph O'Neill	Assistant	22.00	29.00
Dorothy P. Shaw	Assistant	36.00	37.00
Harriet Swift	Assistant-in charge	42.00	44.00
Elizabeth L. Adams	Assistant	26.00	28.00

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Margaret F. Cassidy	Assistant	31.00**	33.00**
Anne E. Decker	Assistant	22.00	27.00
Margaret Munsterberg	Assistant	34.00	36.00
Dr. Frances Rogers	Chief	2250.	2350.
Roberta Becker	Assistant	22.00	27.00
Mary M. Boudreau	Assistant	22.00	27.00
Anna M. Buchmann	Assistant	22.00	27.00
Helene P. Coulson	Assistant	23.00	27.00
Margaret T. Dowling	Assistant	22.00	27.00
Margaret Husley	Assistant	22.00	27.00
Stella M. Loney	Assistant	22.00	27.00
Mary L. McDonnell	Assistant	22.00	27.00
Lorraine A. Sullivan	Executive Assistant	28.00	32.00
Carl Carlson	Assistant	22.00	27.00
Mildred Lasser	Assistant	22.00	27.00
Thomas J. Menning	Assistant	36.00	37.00
John T. P. McCarthy	Assistant	22.00	27.00
Ralph A. Mason	Assistant	27.00	31.00
Leo T. Ryan	Assistant	22.00	27.00
William M. Shapiro	Assistant	27.00	26.00
Elizabeth H. Barry	Assistant-in-charge	20.00	22.00
Mary J. Daly	Assistant	22.00	27.00
Pauline R. Eaton	Assistant	22.00	27.00
Arthur W. Mulloney	Assistant	22.00	27.00
Anna L. Manning	Assistant-in-charge	20.00	22.00
Esther J. Leonard	Assistant	22.00	27.00
Grace G. McCarthy	Assistant	22.00	27.00
Mary W. Dietrichson	Business Branch Librarian	3000.	3100.
Irving E. Drucker	Assistant	27.00	26.00
William Earley	Assistant	22.00	27.00
Marcella D. Geary	Assistant	26.00	28.00
Sylvia H. Gilmartin	Assistant	27.00	31.00

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Helen S. Kaufman	Assistant	27.00	26.00
Edith E. Koppel	Assistant	22.00	27.00
Dorothy T. Messow	Assistant	27.00	31.00
Frederick Jespersen	Assistant	22.00	27.00
Honor C. McCusker	Assistant	32.00**	34.00**
Louise A. Carney	Assistant	1650.	1750.
Samuel Green	Assistant	1550.	1650.
Helen Schubarth	Auditor	2500.	2600.
Grace M. Cauton	Bookkeeper	30.00	32.00
Frances R. O'Hare	Clerk	25.00	27.00
Grace Byers	Clerk and Typist	22.00	27.00
Margaret E. Treacy	Clerk and Typist	27.00	29.00
James P. Moore	Chief	3000.	3100.
Helen M. Ryan	Clerk	27.00	30.00
Michael A. Dello Russo	Apprentice	31.00	33.00
Margaret A. Enwright	Apprentice	15.00	17.00
William C. Mairs	Chief	3000.*	3100.*
Lillian Arnold	Assistant	33.00	35.00
Mary O'H. Cahill	Assistant	28.00	30.00
Edward P. Gray	Assistant	22.00	27.00
Roger L. Dyfault	Assistant	22.00	27.00
Alice E. Hanson	Assistant	34.00	36.00
Gertrude McCabe	Assistant	31.00	33.00
Harriet V. Mulloy	Assistant	27.00	36.00
Leonard J. MacMillan	Assistant	20.00	22.00
Bessie E. Mathanson	Assistant	22.00	27.00
William S. O'Hara	Assistant	31.50	33.50
Mary A. J. Rea	Assistant	27.00	29.00

* Paid from income of Trust Funds, not from city appropriation.

* Receives \$1.92 per week (\$100 per year) additional for 35 years of service.

** Receives \$3.85 per week (\$200 per year) additional for 40 years of service.

† Maximum rate of pay for the grade level.

June 2, 1939	Margaret E. Sinclair	Assistant	34.00	36.00
	Isabelle L. Tico	Assistant	26.00	28.00
	Alice K. Touke	Assistant	22.00	24.00
	Anne S. L. Winnicombe	Assistant	23.00	25.00
	Florence E. Wilson	Assistant	27.00	29.00
	Earle A. Quadros	Book Carrier	15.50	20.50
	John J. Mealy	Bookcleaner and Laborer	31.00	33.00
	Frederick J. Murphy	Elevator Attendant	30.00	32.00
	Martha G. Finn	Stenographer	22.00	24.00
	William B. Gallagher	Chief	26.10	27.10
	Robert F. Dixon	Shipper	24.06.†	25.10.†
	Louis M. Deraney	Shipper's Assistant	17.00	19.00
	Timothy J. Mackin	Custodian of Stock	44.00*	46.00*
	Charles W. Murphy	Assistant	22.00	24.00
	John J. Pries	Stamper	12.00	14.00

* Maximum rate of pay for the grade level.

† Receives \$1.92 per week (\$100 per year) additional for 25 years of service.

June 2, 1939
Schedule B

Grade Increases in Pay

for Individuals Who Have Entered the Library Service Since January 1, 1938

Circulation Division

Elizabeth Fitzgibbon Probationary Assistant from 20.00 to 22.00
General Reference Work (C)
Cataloging and Classification (C)

Mary T. C. Mansie Probationary Assistant from 20.00 to 23.00
General Book Selection (C)
General Reference Work (C)
B. P. L. - Branch Libraries (C)

Reference Division

Alice W. Dery Probationary Assistant from 20.00 to 23.00
General Book Selection (C)
General Reference Work (C)
Cataloging and Classification (C)

Emily A. W. Havins Probationary Assistant from 20.00 to 23.00
General Reference Work (C)
Cataloging and Classification (C)
B. P. L. - Central Library (C)

Grade Increases in Pay

for Individuals Who Were Already in the Library Service

Prior to January 1, 1938

Director's Office

Elena Conlin Assistant from 17.00 to 17.50.
Advanced Italian (II)*

Eleanor Di Giannantonio Assistant from 16.00 to 17.00.
The Public Library as an Institution (I)

Marjorie E. Grimes Assistant from 12.50 to 14.50.
The Public Library as an Institution (I)
Advanced French (II)*
Advanced Italian (II)*

* Indicates that the passing of two examinations is necessary to complete the advanced language requirement.

Schedule C

June 2, 1939

Grade Increases in Pay

for individuals who were already in the Library Service prior to January 1, 1938

Circulation Division

Marion K. Abbot Second Assistant from 33.00 to 37.00

General Book Selection (A)

General Reference Work (A)

The Public Library as an Institution (I)

Mildred K. Addison Assistant from 24.00 to 25.00

General Book Selection (A)

Anna L. Dill Assistant from 28.00 to 37.00 1/2

General Book Selection (A)

Cataloging and Classification (A)

General Reference Work (A)

B.P.L. - Central Library (A)

B.P.L. - Branch Libraries (A)

The Public Library as an Institution (I)

Social Services and History - General Field (II)

Literature - General Field (III)

Florence F. Bickford Assistant from 25.00 to 28.00

General Book Selection (A)

Literature - General Field (III)

Evelyn C. Billman Assistant from 26.00 to 27.00

B.P.L. - Branch Libraries (A)

Helen A. Brennan Assistant from 25.00 to 26.00

B.P.L. - Branch Libraries (A)

John E. Burke Assistant from 24.00 to 25.00

General Book Selection (A)

B.P.L. - Branch Libraries (A)

Literature - General Field (III)

June 2, 1939

Margaret L. Bussie Assistant from 25.00 to 30.00

B.P.L. - Central Library (A)

B.P.L. - Branch Libraries (A)

Ruth L. Cannell Assistant from 17.50 to 19.00

General Book Selection (A)

B.P.L. - Branch Libraries (A)

Advanced French (II)*

Edward Casey Assistant from 24.00 to 25.00

Cataloging and Classification (A)

Eleanor M. Chaplik Assistant from 24.00 to 27.00

General Reference Work (A)

Public Library as an Institution (I)

Literature - General Field (III)

Dorothea M. Cline Assistant from 24.00 to 25.00

General Book Selection (A)

B.P.L. - Branch Libraries (A)

Literature - General Field (III)

Marian L. Connell Second Assistant from 31.00 to 33.00

General Book Selection (A)

B.P.L. - Branch Libraries (A)

Anne P. Connors Assistant from 24.00 to 27.00

General Book Selection (A)

General Reference Work (A)

B.P.L. - Branch Libraries (A)

Marguerite H. Donovan Child Librarian from 32.00 to 33.00

B.P.L. - Branch Libraries

* Maximum rate for that grade level

* Indicates that the passing of two examinations is necessary to complete the advanced language requirement.

* Would be entitled to still other increments if maximum rate of pay for the grade level had not already been reached.

June 2, 1939 *Marion M. Ellis* Assistant from 25.00 to 29.00
B.P.L. - Branch Libraries (B)

Martha C. Engler Assistant
General Book Selection (B)

Ruth Fishburne Assistant from 24.00 to 25.00
General Book Selection (B)

Dorothy J. Flood Assistant from 24.00 to 25.00
B.P.L. - Branch Libraries (B)

Catherine Fraleigh Assistant from 24.00 to 27.00
B.P.L. - Branch Libraries (B)
The Public Library as an Institution (I)

Willie Globe Assistant from 24.00 to 25.00
The Public Library as an Institution (I)
Literature - General Field (III)

Ruth R. Goodwin Assistant from 25.00 to 33.00
General Book Selection (B)
General Reference Work (B)
B.P.L. - Branch Libraries (B)
Literature - General Field (III)

Elizabeth M. Gordon Child Librarian from 35.00 to 38.00
B.P.L. - Branch Libraries (B)

Evelyn S. Green 2nd Assistant from 33.00 to 34.00
B.P.L. - Branch Libraries (B)

John R. Hankey Assistant from 24.00 to 25.00
B.P.L. - Central Library (B)
B.P.L. - Branch Libraries (B)

June 2, 1939 *Marie T. Hastie* Assistant from 24.00 to 25.00
General Reference Work (B)

Alice V. Haviland Assistant from 13.50 to 16.00
Cataloging and Classification (B)
B.P.L. - Branch Libraries (B)
Advanced French (II)*
B.P.L. - History (III)

Oradford M. Hill Reference Assistant from 35.00 to 40.00
General Reference Work (B)
B.P.L. - Central Library (B)
B.P.L. - Branch Libraries (B)
The Public Library as an Institution (I)

Elizabeth J. Hodges, Jr. Assistant from 24.00 to 29.00
General Book Selection (B)
General Reference Work (B)
Cataloging and Classification (B)
B.P.L. - Central Library (B)
B.P.L. - Branch Libraries (B)

Madeline D. Holt 1st Assistant from 34.00 to 38.00
General Reference Work (B)
B.P.L. - Branch Libraries (B)

Mildred D. Houde Assistant from 24.00 to 25.00
General Reference Work (B)

Janet Jordan Assistant from 24.00 to 25.00
B.P.L. - Central Library (B)

Freda Kalin Assistant from 24.00 to 26.00
General Book Selection (B)
General Reference Work (B)

* Indicates that the passing of two examinations is necessary to complete the advanced language requirement.

June 2, 1937 Mildred Kaufman Assistant from 24.00 to 25.00
B.P.L. - Branch Libraries (A)

Glennice L. Keller Assistant from 24.00 to 27.00
General Book Selection (A)
General Reference Work (A)
Cataloging and Classification (A)

Etta Kessell Assistant from 28.00 to 30.00
General Book Selection (A)
General Reference Work (A)

Louise M. Killgoar Assistant from 28.00 to 29.00
B.P.L. - Branch Libraries (A)

Lillian Kovacs Assistant from 25.00 to 26.00
B.P.L. - Branch Libraries (A)

Kathleen B. Landry Assistant from 25.00 to 27.00
The Public Library as an Institution (I)

Emilia Lange Assistant from 24.00 to 26.00
Cataloging and Classification (A)
B.P.L. - Branch Libraries (A)

Jean S. Largey Assistant from 24.00 to 25.00
B.P.L. - Branch Libraries

Jean B. Lay Assistant from 35.00 to 38.00
Cataloging and Classification (A)
The Public Library as an Institution (I)

Evelyn Levy Assistant from 31.00 to 33.00
The Public Library as an Institution (I)

Paumi E. Lilja Child Librarian
Literature - General Field III

Catherine M. Locke Assistant from 24.00 to 26.00
The Public Library as an Institution (I)

Bertrude M. Locke Assistant from 25.00 to 29.00
B.P.L. - Branch Libraries (A)

May C. McDonald Assistant from 28.00 to 31.00
General Book Selection (A)
General Reference Work (A)
B.P.L. - Central Library (A)

Marjorie MacIntire Child Librarian from 33.00 to 35.00
General Reference Work (A)
Cataloging and Classification (A)

Starence E. McManus 1st Assistant from 34.00 to 35.00
Cataloging and Classification (A)

Bonaldine Madden 2nd Assistant from 32.00 to 36.00
General Book Selection (A)
B.P.L. - Branch Libraries (A)
The Public Library as an Institution (I)

Myrtle L. Matheson Assistant from 27.00 to 29.00
The Public Library as an Institution (I)

Louisa S. Metcalf Assistant from 24.00 to 26.00
General Book Selection (A)
General Reference Work (A)

Mildred I. Michelson Assistant from 24.00 to 25.00
B.P.L. - Branch Libraries (A)

Ruth Michelson Assistant from 28.00 to 29.00
B.P.L. - Branch Libraries (A)

June 2, 1937

June 2, 1937 Madeline L. Mitchell Assistant from 24.00 to 25.00

B.P.L. - Branch Libraries (B)

Veronica C. Moran Child Librarian from 35.00 to 37.00

The Public Library as an Institution (I)

Margaret A. Morgan 1st Assistant from 33.00 to 37.00

B.P.L. - Central Library (A)

B.P.L. - Branch Libraries (B)

The Public Library as an Institution (II)

Pauline A. O'Melia Child Librarian from 32.00 to 39.00

General Book Selection (A)

B.P.L. - Central Library (B)

B.P.L. - Branch Libraries (B)

The Public Library as an Institution (I)

Literature - General Field (III)

Beatrice M. Palmer Assistant from 28.00 to 30.00

The Public Library as an Institution (I)

Margaret Powell Assistant from 28.00 to 30.00

B.P.L. - Central Library (B)

B.P.L. - Branch Libraries (B)

Louis Raine Assistant from 24.00 to 26.00

General Book Selection (A)

B.P.L. - Branch Libraries (B)

Susan W. Rempfer 2nd Assistant from 31.00 to 33.00

The Public Library as an Institution (I)

Sarah Richman Assistant from 28.00 to 30.00

Literature - General Field (III)

Mary Rizzotti 2nd Assistant from 32.00 to 33.00

B.P.L. - Branch Libraries (A)

Eva F. Ryan Assistant from 25.00 to 31.00

B.P.L. - Central Library (B)

B.P.L. - Branch Libraries (B)

The Public Library as an Institution (I)

Social Sciences and History - General Field (II)

Kingfisher F. Root Assistant from 31.00 to 33.00

General Book Selection (A)

Cataloging and Classification (A)

Wagel C. Rose Assistant from 28.00 to 30.00

Literature - General Field (III)

Geraldine Scannell 2nd Assistant from 31.00 to 36.00

General Book Selection (A)

B.P.L. - Central Library (B)

B.P.L. - Branch Libraries (B)

The Public Library as an Institution (I)

Alice Shafel Assistant from 24.00 to 28.00

General Book Selection (B)

General Reference Work (B)

Cataloging and Classification (B)

B.P.L. - Branch Libraries (B)

Geraldine F. Tochy 2nd Assistant from 32.00 to 35.00

General Reference Work (B)

B.P.L. - Central Library (A)

B.P.L. - Branch Libraries (B)

Sarah M. Usher Assistant from 21.50 to 23.50

The Public Library as an Institution (I)

B.P.L. - History (III)

Rosalyn J. Varner Children's Librarian from 32.00 to 33.00

Cataloging and Classification

Maximum rate of pay for that grade level.

June 2, 1939 Alice M. Waters Assistant from 31.00 to 33.00
The Public Library as an Institution (I)

St. Laurelle West Assistant from 28.00 to 29.00
B.P.L. - Central Library (B)

Madge R. White 2nd Assistant from 31.00 to 34.00
General Book Selection (B)
Literature - General Field (III)

Pauline Winnick Assistant from 24.00 to 27.00
General Book Selection (B)
General Reference Work (B)
Cataloging and Classification (B)
B.P.L. - Central Library (B)
B.P.L. - Branch Libraries (B)

Margaret E. Wright Assistant from 24.00 to 25.00
Cataloging and Classification

Grade Increases in Pay
for Individuals Who Were Already on the Library Service Prior to
January 1, 1938

Reference Divisions

Lizbeth L. Adams Assistant from 26.00 to 27.00
Advanced French (II)*

Kenneth C. Barnes Assistant from 26.00 to 28.00
Periodicals and Newspapers - General Field (III)

* Indicates that the passing of two examinations is necessary to complete the advanced language requirement.

June 2, 1939 Ruth E. Bazel Assistant from 24.00 to 27.00

General Reference Work (B)
B.P.L. - Central Library (B)
B.P.L. - Branch Libraries (B)

Walter J. Blahm Assistant from 24.00 to 27.00
Cataloging and Classification (B)
Periodicals and Newspapers - General Field (III)

Leonard Buskat Assistant from 24.00 to 26.00
Music - General Field (III)

Vera D. Colbury Assistant from 24.00 to 25.00
General Reference Work (B)

Carl A. Carlson Assistant from 24.00 to 26.00
Science and Technology - General Field (III)

Mildred A. Chalifoux Assistant from 33.00 to 34.00
Advanced French (II)*

Joann Carlops Assistant from 24.00 to 25.00
General Reference Work (B)

Mary T. Daly Assistant from 24.00 to 26.00
General Reference Work (B)
B.P.L. - Central Library (B)
B.P.L. - Branch Libraries (B)

Public Library as an Institution (I)
Documents - General Field (III)

Francis J. Doherty Assistant from 24.00 to 25.00
Advanced French (II)*

* Indicates that the passing of two examinations is necessary to complete the advanced language requirement.

June 2, 1939

Edward Duckner	Assistant	from 26.00 to 28.00
Business - General Field (III)		
Pauline R. Zaton	Assistant	from 27.00 to 29.00
B.P.L. - Central Library (B)		
Documents - General Field (III)		
Henry J. Cartland	Assistant	from 29.00 to 29.00
B.P.L. - Central Library (B)		
Public Library as an Institution (I)		
Periodicals and Newspapers - General Field (III)		
Marcella K. Guary	Assistant	from 28.00 to 30.00
Public Library as an Institution (I)		
Sylvia C. Gibmartin	Assistant	from 31.00 to 34.00
Advanced French (II)*		
Business - General Field (III)		
Charles L. Higgins	Assistant	from 24.00 to 26.00
Social Sciences and History - General Field (III)		
Margaret M. Hurley	Assistant	from 25.00 to 26.00
B.P.L. - Central Library (B)		
B.P.L. - Branch Libraries (B)		
Mary E. Johnston	Assistant	from 25.00 to 26.00
General Reference Work (B)		
Advanced French (II)*		
Helen S. Kaufmann	Assistant	from 26.00 to 27.00
Advanced French (II)*		

* Indicates that the passing of two examinations is necessary to complete the advanced language requirement.

June 2, 1939

Esther G. Koppel	Assistant	from 29.00 to 29.00
Advanced French (II)*		
Esther J. Leonard	Assistant	from 29.00 to 26.00
General Book Selection (B)		
B.P.L. - Central Library (B)		
Esther Lissner	Cataloger	from 36.00 to 38.00
Advanced French (II)*		
Advanced Spanish (II)*		
John S. P. McCarthy	Assistant	from 29.00 to 25.00
B.P.L. - Central Library (B)		
Mary L. McDonnell	Assistant	from 29.00 to 25.00
B.P.L. - Branch Libraries (B)		
Priscilla MacFadden	Assistant-in-charge	from 38.00 to 40.00
Advanced French (II)*		
Advanced Spanish (II)*		
Dorothy T. Merrow	Assistant	from 31.00 to 32.00
Advanced French (II)*		
Arthur W. Mulhoney	Assistant	from 29.00 to 26.00
General Reference Work (B)		
B.P.L. - Central Library (B)		
Margaret Munsterberg	Assistant	from 36.00 to 37.00
Advanced French (II)*		
Advanced German (II)*		
Advanced Italian (II)*		

Maximum rate of pay for that grade level.

* Indicates that the passing of two examinations is necessary to complete the advanced language requirement.

* Would be entitled to still other increments if maximum rate of pay for the grade level had not already been reached.

June 2, 1939

Ralph A. Nasen Assistant from 31.00 to 33.00
Public Library as an Institution (I)

Edwence W. Newson Assistant from 32.00 to 33.00
Public Library as an Institution (I)
Advanced German (II)*

William M. Shipiro Assistant from 26.00 to 27.00
B.P.L. - Central Library (A)
Periodicals and Newspapers - General Field (III)

Herbert S. Smith Assistant from 26.00 to 28.00
Music - General Field (III)

Dorothy B. Steyker Assistant from 24.00 to 25.00
B.P.L. - Central Library (A)

Estelle Sullivan Assistant from 24.00 to 25.00
General Reference Work (A)

Sarah E. Walsh Assistant from 26.00 to 32.00
General Reference Work (A)
Cataloging and Classification (A)
Advanced French (II)*
Advanced German (II)*
National and Trade Bibliography (III)

New Book Department

Honor C. McCusker Assistant from 31.00 to 33.00 #
Advanced French (II)*
Advanced German (II)*
History of the Book (III)

* Indicates that the passing of two examinations is necessary to complete the advanced language requirement.

Paid from income of trust funds, not from city appropriation.

Division of Business Operations

June 2, 1939

Alice E. Hanson Assistant from 36.00 to 37.00 #
Advanced French (II)*

Bessie Nathanson Assistant from 27.00 to 28.00
Advanced French (II)*

Margaret E. Sinclair Assistant from 36.00 to 37.00 #
Cataloging and Classification (A)

Anne S. L. Vennicomb Assistant from 25.00 to 26.00
Advanced French (II)*

* Indicates that the passing of two examinations is necessary to complete the advanced language requirement.

THE PUBLIC LIBRARY OF THE CITY OF BOSTON

In Board of Trustees
Friday, June 24, 1938.

A special meeting of the Corporation was held in the Trustees Room at 4.00 P.M.

Present: Messrs. Buxton, Lord, and Sedgwick.

The Vice President, Father Lord, in the chair.

The Board went immediately into executive session.

Upon resumption of the meeting the record of the special meeting of June 10, 1938 was approved after certain changes had been made therein.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$1,107.44.

Circular Letters No. 22 and 23 from the Mayor's Office were read and ordered placed on file.

Notice was received that His Honor the Mayor had reappointed Mr. Sedgwick as a Trustee of the Public Library for the five year term ending on April 30, 1943. Mr. Sedgwick presented a certificate from the City Clerk that he had duly appeared and been sworn to perform faithfully the duties of the office.

The Director reported that on June 9, 1938 Arthur F. Clarke, surviving Trustee under the will of the late Josiah H. Benton, had filed his final accounts as directed by the decrees entered by the Probate Court of Suffolk County under date of April 9, 1938. He stated that at the same time Mr. Clarke had delivered to the Treasurer of the City of Boston cash in the amount of \$59,912.80, together with certain securities, representing the balance of the residuary estate of Mr. Benton, including the Martha Ellen Fisher Trust, not previously delivered by him to the Trustees of the Public Library. He pointed out that Mr. Clarke had not, however, made any payment whatever of the amounts which had not been allowed by the Court in the 1st to 20th accounts of the Martha Ellen Fisher Trust and in the 1st to 20th accounts of the residuary estate of Mr. Benton, as filed by Mr. Clarke. He indicated that the items which were not allowed by the Court, together with interest thereon, total slightly over \$100,000 in round figures. After considering a report submitted by the Corporation Counsel in the matter, it was

VOTED: that the Corporation Counsel of the City of Boston be requested to take the necessary steps to require Arthur F. Clarke, surviving Trustee under the will of the late Josiah H. Benton, to satisfy the requirements of the decrees entered by the Probate Court in Suffolk County under date of April 9, 1938, looking toward the payment of such sums as are set forth in the decrees, together with interest thereon through December 31, 1936 and in addition any interest which shall have accrued from that date up to the date of settlement, and also to take any further steps which may be necessary to satisfy the claims of the Trustees of the Public Library of the City of Boston against the said surviving Trustee under the will of the late Josiah H. Benton.

The Director reported that, of the total cash payment of \$59,912.80 made on June 9, 1938 by Arthur F. Clarke, surviving Trustee under the will of the late Josiah H. Benton, to the City Treasurer in representation of the Trustees of the Public Library, the part applicable to the principal accounts of the Benton Building Fund and the Benton Book Fund is in the amount of \$40,703.25, and the part applicable to the income accounts of the Benton Building Fund and the Benton Book Fund is in the amount of \$19,209.55, and that all of the securities turned over are applicable in equal parts to the principal accounts of the Benton Building Fund and the Benton Book Fund. He stated that the computation of the above amounts had been made by Messrs. Stewart, Watts, and Bollong, Certified Public Accountants, at the request of the Corporation Counsel of the City of Boston. He indicated that these securities and cash should now be allocated to the principal and the income accounts of the Benton Building Fund and the Benton Book Fund respectively. It was therefore

VOTED: that Milton E. Lord, Director and Librarian of the Public Library of the City of Boston, be and he hereby is authorized and directed to cause to be divided into two equal parts that portion of the principal of the residuary estate bequeathed and devised to said Trustees by the 12th clause of the will of Josiah H. Benton, as defined in clause (2) of the Agreement of Compromise dated January 15, 1935 and made in connection with the administration of the trust created by said clause; and turned over to the Trustees of the Public Library on or about June 9, 1938; and

FURTHER VOTED: that one of said parts be added to the principal of the Benton Building Fund and that the other of said parts be added to the principal of the Benton Book Fund; and

FURTHER VOTED: that said Milton E. Lord be and he hereby is authorized and directed to cause to be divided into two equal parts the income and interest (hereinafter in these votes referred to as the accumulated income) accrued upon the principal aforesaid between the death of the several beneficiaries therein and the date of receipt of said accumulated income by said Trustees, and turned over to said Trustees on or about June 9, 1938, and to add one of said parts to the Benton Building Fund; and

FURTHER VOTED: that in determining what securities and what amount of cash so turned over constitute said principal and what securities and what amount of cash constitute said accumulated income, said Milton E. Lord shall cause to be followed the determination made by Stewart, Watts, and Bollong, certified public accountants, and set forth in their report, dated October 11, 1937, entitled Estate of Josiah H. Benton -- Report on Examination for the Period from February 6, 1917 to September 20, 1937, and supplemented by their letter, dated June 14, 1938, to the Treasurer of the City of Boston covering operations between September 20, 1937 and June 9, 1938, and that in dividing said principal into two equal parts and in dividing said accumulated income into two equal parts, said Milton E. Lord be and he hereby is directed to cause to be followed the division set forth in said Report and in said letter of supplement; and

FURTHER VOTED: that said Milton E. Lord be and he hereby is directed to cause to be distributed and paid to the Rector of Trinity Church, to be held by said Rector pursuant to the provisions of said Agreement of Compromise, four tenths of that part of said accumulated income not added to the Benton Building Fund and now held in the custody of the Treasurer of the City of Boston, and to cause to be applied the remaining six tenths of said part to the purchases provided for in said Agreement of Compromise.

The Vice President reported that in accordance with the request of the Board at its meeting of June 10, 1938 Mr. Sedgwick and he had conferred on June 14th with His Honor the Mayor concerning a revision of the arrangements for closing certain branch libraries as of July 1, 1938 as previously voted. Following his presentation it was agreed that there should be incorporated in the minutes

of the present meeting the memorandum prepared by the Vice President after the above mentioned conference with the Mayor. The memorandum follows:

15 June 1938

Memorandum to Mr. James W. Kenney, Comptroller

From Reverend Robert H. Lord, Vice President

On June 10th, 1938, the Board of Trustees voted unanimously,

First, that the Mt. Bowdoin and the South Boston Branch Libraries be kept open, subject to the approval of His Honor the Mayor, and

Secondly, that in view of the proposed closing of the Tyler Street Branch Library, there be set up in the quarters now occupied by the Tyler Street Branch Library a school center for extension work to the schools in the districts in which branch libraries are to be closed, subject to the approval of His Honor the Mayor.

On June 14th Mr. Sedgwick, Mr. Kenney, and the undersigned conferred with the Mayor on the matters above referred to. At the close of a full and friendly discussion, His Honor stated that he did not want to embarrass the Trustees in any way and was quite willing that they should act as their knowledge and judgment of the circumstances led them to think best. The only limitation set was that the budget figures for the year should not be exceeded.

On this basis the Library should now proceed, first, to rescind arrangements to close the Mt. Bowdoin and South Boston Branch Libraries, and, secondly, to complete arrangements for closing the Roxbury Crossing and Tyler Street Branch Libraries as of July 1st, and, thirdly, to prepare for the setting up of the Tyler Street school center.

(signed) ROBERT H. LORD

Vice President

The Director then stated that in view of the rescinding of the arrangements for closing the Mt. Bowdoin and the South Boston Branch Libraries certain changes would be necessary in the plans for filling vacancies in certain titular positions. He indicated that Miss Isabel E. Wetherald would retire as of July 31, 1938 from her position of Branch Librarian of the Lower Mills Branch Library; also that a titular vacancy existed in the position of Branch Librarian of the Mt. Bowdoin Branch Library, because of the inability of Miss Pearl Smart to continue therein for reasons of health. After careful discussion of the candidates eligible for consideration, it was

VOTED: that Catherine Loughman be appointed Branch Librarian of the Mt. Bowdoin Branch Library at \$1900 per annum, the appointment to be put into effect at the discretion of the Director as determined by the needs of the library service

and it was

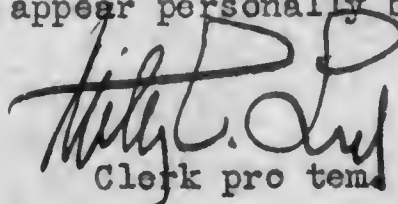
VOTED: that Muriel E. Cann be appointed Branch Librarian of the Lower Mills Branch Library, following the retirement of the present Branch Librarian, and the appointment to be put into effect at the discretion of the Director as determined by the needs of the library service.

The Director reported that the firm of Jackson & Moreland, Engineers, had been engaged to conduct an examination of the engineering aspects of the proposal of the Boston Edison Company to furnish both light and heat for the Central Library building and that a report upon the examination would be rendered in a period of a week to ten days.

The need for repair of the terrazzo flooring of the Newspaper Room in the Central Library building was discussed from the point of view of the treatment to be accorded to it. After consideration of the possibilities of using linoleum, terrazzo, and marble, it was agreed that the floor should be laid once again in terrazzo. The Director was authorized to procure the necessary estimates for accomplishing the work.

The Director presented a request from Miss Martha C. Young in which she indicated the desire of herself and certain others to appear before the Trustees concerning the closing of the Central Library on Sundays for the period of June 15 to September 15. The Director was requested to present to Miss Young the reasons underlying the action of the Trustees in this respect, in the belief that after such presentation Miss Young and her associates might not find it necessary to appear personally before the Board.

Dissolved:


Clerk pro tem

Please read, initial below, and return to the Clerk.

September 22, 1939

In Board of Trustees
Friday, September 22, 1939

A regular meeting of the Corporation was held in the Trustees Room at 4:30 p.m.

Present: Messrs. Dapton and Kirsstein

The Vice President, Mr. Dapton, in the chair.

The following action was taken, subject to confirmation at the next regular meeting of the Board.

Supply lists authorized by a Trustee since the last meeting were approved as follows: the list of June 16 in the amount of \$725.57; July 7 in the amount of \$3,362.37; July 21 in the amount of \$5,267.54; August 4 in the amount of \$4,229.81; August 18 in the amount of \$1,114.75; September 1 in the amount of \$1,246.38; and September 15 in the amount of \$2,851.88.

The following bills, having been approved by the Director, Clerk, or Comptroller, and a Trustee, were allowed and ordered paid:

the June 30th draft, chargeable to the General appropriation in the amount of \$19,268.68 and to Trust Funds Income in the amount of \$242.00;

the July 31st draft, chargeable to the General appropriation in the amount of \$16,095.16 and to Trust Funds Income in the amount of \$2,580.08;

the August 31st draft, chargeable to the General appropriation in the amount of \$15,782.52, £ 8: 9, Nicks 43.40, Lire 330.20, and to Trust Funds Income in the amount of \$1,912.78, £ 253: 18: 5, Nicks 1,384.82, Francs 27.50, Guilders 129.55, Lire 288.75;

the September 30th draft, chargeable to the General appropriation in the amount of \$14,936.89, £ 0: 13: 6, Nicks 14.09, Lire 400.00, and to Trust Funds Income in the amount of \$3,946.00, £ 203: 5: 2, Nicks 1,200.00, Francs 6,395.10, Lire 897.80.

Circular Letters Nos. 11, 12, 13, 14, 15, 16, 17 and 18 from the Mayor's Office were read and ordered placed on file.

The minutes of the meeting of June 6, 1939 of the Finance Committee were presented for approval, but

September 22, 1939

in view of the lack of a quorum action was postponed until the next meeting of the Board.

The Director reported that the City Auditor had requested that he and the Deputy City Auditor be relieved from participating in the double control, agreed upon by the Finance Committee at the above mentioned meeting, for access to the vaults of the Old Colony Trust Company containing the securities belonging to the Trustees of the Public Library. In view of his request it was agreed that double control of access to the vaults be effected by requiring that in addition to the City Treasurer, or the Assistant City Treasurer, there should also be present as representatives of the Trustees either the Director, or the Comptroller, or Mr. William E. Clegg of the Comptroller's Office, on all occasions on which the City Treasurer or Assistant City Treasurer has reason to visit that part of the vaults housing the securities and papers belonging to the Trustees of the Library.

The Director recommended the appointment to the Permanent Service of two members of the staff of the Binding Department. It was

Voted: that Helen E. Parker, Sewer, having been certified by the Civil Service Commission and having completed satisfactorily six months in the Probationary Service, be appointed to the Permanent Service.

and

Voted: that Catherine M. Shanagan, Clerger, having been certified by the Civil Service Commission and having completed satisfactorily six months in the Probationary Service, be appointed to the Permanent Service.

The Director announced the retirement under the provisions of the Boston Retirement Act of Effie C. Merrill, First Assistant, as of June 30, 1939 after 33 years in the service of the Library, for reasons of health; of Marion H. Shumway, Assistant, as of August 30, 1939, after 44 years of service; and of Ellen J. Offutt, Assistant as of August 31, 1939 after 15 1/2 years in the service of the Library, for reasons of health.

September 22, 1939 The Director announced the resignations of Robert W. Riggs, Assistant, as of June 21, 1939; of Marie Jeffers Braddy, Assistant, as of July 6, 1939; of Philomena Sullivan, Assistant, as of July 7, 1939; of Helene P. Coulson, Assistant, as of July 12, 1939; of Mary J. Elson, Assistant, as of July 20, 1939; of Theodora M. Corais, Assistant, as of September 21, 1939; and of Ralph A. Mason, Assistant, as of September 26, 1939.

Upon recommendation of the Director, it was

Voted: that there be granted to M. Florence Coffin, Branch Librarian, Allston Branch Library, leave of absence without loss of pay for 6 weeks dating from July 2, 1939, because of illness certified by her physician, and Miss Coffin having been in the service of the Library for 27 years.

and

Voted: that there be granted to Christine Hayes, Chief of the Book Collection Department in the Reference Division, leave of absence without loss of pay for 10 days dating from March 12, and 2 weeks dating from July 3, 1939, because of illness certified by her physician, and Miss Hayes having been in the service of the Library for 27 years.

and

Voted: that there be granted to Catherine C. Kelly, Assistant, leave of absence without loss of pay for 9 weeks dating from May 6, 1939, because of illness certified by her physician, and Miss Kelly having been in the service of the Library for 8 years.

and

Voted: that there be granted to Mildred MacPain, Assistant, leave of absence without loss of pay for 8 weeks and 4 days dating from May 8, 1939, because of illness certified by her physician, and Miss MacPain having been in the service of the Library for 12 years.

and

Voted: that there be granted to Katherine Sather, Branch Librarian, Brighton Branch Library, leave of absence without loss of pay for 52 days dating from July 19, 1939, because of illness certified by her physician, and Miss Sather having been in the service of the Library for 30 years.

and

Voted: that there be granted to Robert L. Smith, Assistant, leave of absence without loss of pay for 37 days dating from May 1, 1939, because of illness certified by his physician, and Mr. Smith having been in the service of the Library for 11 years.

and

Voted: that there be granted to Sarah K. Her, Assistant, leave of absence without loss of pay for 15 days dating from August 1, 1939, because of illness certified by her physician, and Miss K. Her having been in the service of the Library for 14 years.

The Director brought to the attention of the Board the request of Mr. John Burke, an Assistant in the Jamaica Plain Branch Library, for permission to work on a half time basis in order that he may continue his education in graduate school. It was the Director's opinion that permission for maintenance of a half time schedule of work might well be granted to Mr. Burke in consideration not only of his good record with the Library, but also from the point of view that such education would enhance his value to the Library. It was agreed that the Director might effect such arrangements in working schedule as might meet Mr. Burke's needs provided that they would be also in the interests of the Library.

The Director announced that Marinus J. Suterik, Engineer, had been transferred to the Hospital Department as of July 18, 1939; Philip J. Healey, Janitor, to the School Department as of July 27, 1939; Edward Golden, Janitor, to the School Department as of July 31, 1939; and Emory J. Payne, Engineer, to the Hospital Department as of August 7, 1939. He stated that the transfers of Mr. Suterik and Mr. Payne removed from the Library's payroll two more of the engineers and firemen no longer needed by the Library since the discontinuance of its own heating and lighting plant.

The Director reported that there had been received

September 22, 1939 and forwarded to the City Auditor checks in the amount of \$228 and of \$900 representing proceeds from the sale of three books and two copies respectively, disposed of by the Library since the need for them ceased when the Library contracted to purchase its electricity and steam from the Boston Edison Company.

The Director reported that on June 12 the City Council had passed the budget for the Library Department for 1939 in the sum of \$1,262,024.80, an amount \$23,000 less than that in which the Library had then operated during 1938. He stated that a flat 1% reduction had been applied by the Mayor and City Council to the personal service accounts of all City Departments, that the 1% reduction for the Library Department, amounting to approximately \$2,000, had been included up to the present there being put into effect the step rate and grade increases in pay voted by the Board at its meeting on June 2, 1939, but that through close supervision of extra service, unneeded vacancies, and delayed filling of other vacancies there had now been accumulated enough reserve in the personal service account to put into effect as of September 27, 1939 that step rate and grade increases in pay voted by the Board on June 2. He was therefore

Voted: that the action of the Board on June 2, 1939, authorizing the granting of step rate and grade increases in pay to certain members of the staff be confirmed, such step rate and grade increases in pay to be effective as of September 27, 1939.

The Director reported in the matter of the appointment of Carl A. Quindus as Vanitor and Albert J. Riley as Book Carrier, that it had not been possible to put the proposed appointments, as voted on June 2, 1939, into effect inasmuch as the Civil Service Commission had refused its approval.

The Director reported in the matter of the bequest to the Library under the will of the late Francis Jay

Underhill, formerly of Boston, but more recently of New York, September 22, 1939 that it had at first been believed that Mr Underhill had died insolvent, but that through an agreement between the Executor and a large creditor the estate had been found to be solvent, and that the Library, therefore, had an entire rather than a pro rata interest in the proceeds from the sale of the books bequeathed to the Library by Mr Underhill but subsequently sold by the Executor to satisfy claims against the estate when it was believed to be insolvent. The Director stated that the Corporation Counsel of the City of Boston had recommended that Messrs. Root, Clark, Buckner & Ballantine, attorneys for the Boston Museum of Fine Arts, another interested party, be retained to represent the Trustees. It was thereupon

Voted: that Messrs. Root, Clark, Buckner & Ballantine, attorneys at law, of No. 51 Nassau Street, Borough of Manhattan, City of New York, New York, be authorized to appear for and represent the Trustees of the Public Library of the City of Boston in the matter of the Judicial Settlement of the account of Arthur Lowell, as Executor of the last Will and Testament of Francis Jay Underhill, deceased.

and

Voted: that the Vice President be authorized to execute the necessary papers of authorization for Messrs. Root, Clark, Buckner & Ballantine to appear on behalf of the Trustees of the Public Library of the City of Boston in the matter of the Judicial Settlement of the account of Arthur Lowell, as Executor of the last Will and Testament of Francis Jay Underhill, deceased.

and further

Voted: that the Clerk be authorized to affix the Seal of the Corporation to the aforesaid papers upon their execution by the Vice President.

The Director announced that there had been received through Mr William E. Clapp, acting for Elizabeth Symon, Executor of the estate of the late George W. Moore of Boston, a check in the amount

September 22, 1937 of two hundred seventeen (\$217.00) dollars, representing a bequest of two hundred fifty (\$250.00) dollars left to the Trustees for general purposes under the will of the late George W. Moore. The Director stated that the estate remaining had been less than the amount bequeathed by Mr. Moore, and that the Library's share on a pro rata basis had therefore been reduced from \$250. to \$217., of which sum the Corporation Counsel advised acceptance by the Trustees. It was thereupon

Voted: that there be accepted by the Trustees of the Public Library of the City of Boston the sum of two hundred seventeen (\$217.00) dollars received as a bequest under the will of the late George W. Moore, this sum to be turned over to the City Treasurer to be funded, the income to be used for general purposes.

and

Voted: that the Vice President be authorized to assent on behalf of the Board to the "Copy of Final Account, Estate of George W. Moore" and return said copy of final account, together with a certified copy of the vote of acceptance of the bequest of two hundred seventeen dollars under the will of the late George W. Moore, to William E. Clapp, Esquire, Attorney for Elizabeth Hoffman, Executrix of the Estate of George W. Moore.

The Director stated that there had been received from the Corporation Counsel an opinion in the matter of the municipal taxes levied on two parcels of land on the north side of Commonwealth Avenue, above Kenmore Square, which form part of the Benton Estate. The Director stated that it was the Corporation Counsel's opinion that the aforesaid parcels of land are and will be subject to municipal taxation inasmuch as the property, although in the name of the Trustees, is not occupied by them. The Director reported that the current tax assessed against each piece of land was in the amount of \$51.93, and was a proper charge against the income of

the Benton Funds. A discussion then followed as to the advisability of disposing of the above mentioned parcels of land. It was

Voted: that the property on the north side of Commonwealth Avenue, beyond Kenmore Square, forming part of the holdings of the Benton Funds, be disposed of as soon as possible, the President to take action looking toward such sale.

and

Voted: that the City Treasurer be authorized to pay in equal parts from the income of the Benton Building Fund and the Benton Book Fund the amount of municipal taxes levied for 1938 against two parcels of land situated on the north side of Commonwealth Avenue above Kenmore Square in Boston, said property forming part of the holdings of the Benton Funds.

The Director brought to the attention of the Board the present status relative to appropriations for the repair of the roofing of the Central Library Building, stating that the item for roof repair included in the Budget estimates this year had been removed by the Mayor, that early in June the President of the Board had written the Mayor setting forth the necessity of some provision for this work, that in July the Mayor had requested the City Council to transfer to the account of the Library Department the sum of \$10,000. for this purpose, and that the Council instead of voting this transfer had passed an order requesting the Mayor to investigate the desirability of a bond issue for the complete handling of the roof situation rather than an annual patching of the roof. The Director reported that to date no action had been taken either for the appropriations for patching of the roof or for a loan order for the complete remaking of the roof. The Director stated further that the situation was rapidly approaching a critical condition, particularly

September 22, 1939

with cold weather ahead.

Following a discussion of the history of the whole problem, it was

Voted: that the Vice President be requested to communicate with the Mayor with a view to reaching a mutual understanding relative to a definite program concerning the repair of the 4th story of the Central Library building.

The Director reported that at the previous meeting of the Board it had been agreed that, subject to approval by the Corporation Counsel, a Boston Book Fair might once again be held in 1939 in the Central Library under the sponsorship of the Boston Public Library, The Boston Herald, and the Board of Trade of Boston Book Merchants. He stated that subsequent to this meeting the facilities of the Boston Garden had been offered for a book fair, and that in view of the greatly increased space for handling a large attendance it had been decided by the Boston Herald and the Board of Trade of Boston Book Merchants that it would be well to accept the offer.

The Director raised the question as to the participation of the Library as one of the sponsoring agents in the Book Fair as now planned. He indicated that it was to be designated not as the Boston Book Fair but as the Boston Herald Book Fair, that admission to it was not to be free as in the past but by ticket for which a charge would be made. It was the opinion of the Board that the Library ought not under these circumstances to participate as one of the sponsoring agents.

Dissolved:

Elizabeth B. Brockunier
Clerk

The following salary increase list was copied here through error and is not a part of the minutes of September 22, 1939.

EB Brockunier, Clerk.

~~Step Rate Increases in Pay for 1939~~

Director's Office

Gregory J. Edson	Assistant to the Director	1900	2000
Elena Conlin	Assistant	1600	1700
Eleanor Di Giannantonio	Assistant	1500	1600
Editha Ewing	Assistant	1600	1700
Margaret C. Grimes	Assistant	1150	1250
Francis S. Myers	Assistant	1150	1250
Ruth D. Roberts	Assistant	1725	1825

~~Step Rate Increases in Pay for Individuals who have entered the Library Service since January 1, 1938~~

Circulation Division

Elizabeth M. Simmons	Probationary Assistant	20.00	22.00
General Reference Work (2)			
Cataloging and Classification (2)			

Mary F. C. Mannix	Probationary Assistant	20.00	22.00
General Book Selection (2)			
General Reference Work (2)			
B.P.L. - Branch Libraries (2)			

Reference Division

Alice W. Dery	Probationary Assistant	20.00	22.00
General Book Selection (2)			
General Reference Work (2)			
Cataloging and Classification (2)			

Emily A. D. Haines	Probationary Assistant	20.00	22.00
General Reference Work (2)			
Cataloging and Classification (2)			
B.P.L. - Central Library (2)			

Delete

Delete

~~Trade Increases in Pay
for Individuals who were already in the Library Service Prior
to January 1, 1932
Director's Office~~

Anna Conlon Assistant 1700 1750
Advanced Italian (II)*

Elmer DiGiannantonio Assistant 1600 1700
The Public Library as an Institution (I)

Margaret E. Ennis Assistant 1250 1450
The Public Library as an Institution (I)
Advanced French (II)*
Advanced Italian (II)*

~~Trade Increases in Pay
for Individuals who were already in the Library Service
Prior to January 1, 1932
Circulation Division~~

Marion K. Abbot Second Assistant 33.00 37.00
General Book Selection (A)
General Reference Work (A)
The Public Library as an Institution (I)

Mitchell R. Addison Assistant 24.00 25.00
General Book Selection (A)

Anna E. Bell Assistant 28.00 37.00
General Book Selection (A)
Cataloging and Classification
General Reference Work (A)
B.P.L. - Central Library (A)
B.P.L. - Branch Libraries (A)
The Public Library as an Institution (I)
Social Services and History - General Field (II)
Literature - General Field (III)

Delete

Winice S. Rickford Assistant 25.00 28.00
General Book Selection (A)
Literature - General Field (III)

Evelyn C. Billman Assistant 26.00 27.00
B.P.L. - Branch Libraries (A)

Mitchell E. Bloom Assistant 24.00 25.00
B.P.L. - Branch Libraries (A)

Hubert A. Brennan Assistant 25.00 26.00
B.P.L. - Branch Libraries (A)

John E. Burke Assistant 27.00 28.00
General Book Selection (A)
B.P.L. - Branch Libraries (A)
Literature - General Field (III)

Margaret S. Burns Assistant 28.00 30.00
B.P.L. - Central Library (A)
B.P.L. - Branch Libraries (A)

Ruth J. Cannell Assistant 1750 1700
General Book Selection (A)
B.P.L. - Branch Libraries (A)
Advanced French (II)*

October 6, 1939

In Board of Trustees

Friday, October 6, 1939

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Buxton, Krinstein, and Lord.

The President, Father Lord, in the chair.

The minutes of the meeting of June 2, 1939 as presented were approved with the addition of the name of Irene J. Wadsworth, Assistant, to the list of those individuals in the Permanent Service receiving grade increases in pay. Miss Wadsworth's increase in pay to be from \$29.00 per week to \$33.00 per week. Also the minutes of the meeting of September 22, 1939 as presented were approved.

The action taken by the Finance Committee at its meeting of June 6, 1939 was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$3,426.04.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the September 30th draft, chargeable to the General Appropriation in the amount of \$228.64 and to Trust Funds Income in the amount of \$600.00; and the October 31st draft, chargeable to the General Appropriation in the amount of \$154.69, and to Trust Funds Income in the amount of \$9922.66.

On recommendation of the Director it was

Voted: that there be granted to Mary A.C. Kavin, Branch Librarian, South Boston Branch Library, leave of absence without loss of pay for 22 days dating from August 29, 1939, because of illness certified by her physician, and Miss Kavin having been in the service of the Library for 15 years.

and Voted: that there be granted to Elizabeth M. Gordon, Children's Librarian, leave of absence without loss of pay for 12 weeks dating from May 22, 1939, because of illness certified by her physician, and Miss Gordon having been in the service of the Library for 12 years.

The Director brought to the attention of the Board the case of a member of the staff, serving in the part-time service of the Library, who through no fault of her own received injuries during the hurricane the preceding autumn when a chimney of a neighboring building fell through the skylight of the branch library in which she was employed. The Corporation Counsel had offered the opinion that the Library was not legally responsible, the Director reported, but stated that he was bringing it to the attention of the Board for consideration, since it was a needy member of

October 6, 1939

the staff who had suffered injury while on duty. In consideration of the fact that the injury was suffered while on duty, it was agreed that the cost of certain medical and other expenses incurred by the individual because of this injury be paid from the income of the Alice Lincoln Whitney Fund. It was therefore

Voted: that the sum of \$39.00 be paid to Constance M. Hillman, Extra Assistant, from the income of the Alice Lincoln Whitney Fund.

The Director brought to the attention of the Board the availability of the services of Mr. John J. Connolly, at present an Assistant in the Reference Division, as an aide to himself in carrying on his administrative duties. He stated that at present Mr. Connolly carried on certain administrative duties in the Reference Division, that he had successfully served for several years as the Library's administrative representative in connection with the W.P.A. projects under the sponsorship of the Library, and that through a service dating from 1924 Mr. Connolly was thoroughly familiar with the several departments of the Library. The Director recommended that Mr. Connolly be transferred to the Director's Office and be appointed Assistant to the Director, without change in salary. It was thereupon

Voted: that John J. Connolly be appointed Assistant to the Director, the appointment to be put into effect at the discretion of the Director.

The Director brought to the attention of the Board the matter of the retirement during the coming year of both the Supervisor of Branch Libraries and the Supervisor of Work with Children, stating that well in advance of the dates of retirement he would present to the Board for its consideration data relative to individuals available for appointment to the above-mentioned positions.

The Director presented a communication from Mr. Gregory J. Edson, Assistant to the Director, concerning difficulties of his personal financial situation. It was agreed, after discussion, that the Director should notify Mr. Edson that the Trustees regretted that they were not in a position to grant an increase in his remuneration at the present time.

The Director reported to the Board that he was planning to transfer the Registration Department from the Reference Division to the Circulation Division, stating that the activities of the Registration Department belonged more properly to the latter Division, since approximately 90% of the borrowing of books was done through the branch libraries.

The Director presented an order received from the City Council relative to cleaning the

October 6, 1939

exterior of the Central Library building, the work to be done as a W.P.A. project. The Director stated that he had asked the opinion of the Art Commission in the matter, and that the Art Commission had approved the doing of the work, if it were done by washing with steam, not by sandblasting, under the supervision of an experienced man in stone work. The Director stated that he did not have available estimates on the cost of such an undertaking, and that in any event it would not be practicable to carry through such a cleaning until after the pending reconstruction of the roof had been carried out. The Director was requested to reply to the order, pointing out the necessity for completing repairs of the roof before proceeding to cleaning the exterior of the building.

The Vice President reported that, as requested at the preceding meeting, he had talked with His Honor the Mayor relative to the unsatisfactory situation in which the Trustees find themselves in the matter of the need for attention to the tile roof of the Central Library building. The Vice President stated that the Mayor had requested that a statement be sent to him as to the cost of maintaining repair of the roof until January 1, 1940, the money to meet such cost of repair to be transferred to the Library's appropriation from the City's Contingent Fund.

The Director stated that he had forwarded to the Mayor on October 5th an estimate of the cost of repair for the roof for the period until January 1, 1940.

The Director stated that since the preceding meeting there had been rendered the bill for real estate taxes for 1939 for two parcels of land belonging to the Benton Estate, and that, in conformance with the opinion of the Corporation Council that, as long as the Trustees do not occupy this land for library uses, the aforesaid taxes would have to be paid from the income of the Benton Funds. It was therefore

Resolved: that the City Treasurer be authorized to pay in equal parts from the income of the Benton Building Fund and the Benton Book Fund the sum of \$486.78, the amount of municipal taxes levied for 1939 against two parcels of land situated on the north side of the Commonwealth Avenue above Kenmore Square in Boston, said property forming part of the holdings of the Benton Funds.

The Director reported on the status of the proceedings against Arthur F. Clarke as surviving Trustee under the will of the late Josiah H. Benton, that counsel for another trust for which Mr. Clarke also served as Trustee had established a claim against Mr. Clarke's assets which had a legal preference over the Benton Estate therein,

October 6, 1939

that after this claim was satisfied the Benton Estate would be likely to obtain a share in the remaining assets (approximately \$28,000.) in the proportion of 108/178. Under these possibilities the Benton Estate might expect to receive approximately \$15,000. in satisfaction of its claim of approximately \$76,000. plus interest.

The Director brought to the attention of the Board the necessity for appointing a committee on the budget for 1940 inasmuch as budget estimates must be submitted to the Mayor on November 1st. It was agreed that the President, Mr. Kirstein, and the Director should serve as a committee on the budget.

Dissolved:

Elizabeth B. Brockmeyer
Clerk

In Board of Trustees
Friday, October 20, 1939

October 20, 1939

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Buxton, Kirstein, and Lord.

The President, Father Lord, in the chair.

The minutes of the meeting of October 6, 1939 as presented were approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$1,173.69.

The following bills, having been approved by the Director or Clerk and a Trustee, were allowed and ordered paid: the October 31st draft, chargeable to the General Appropriation in the amount of \$15,534.43 and to Trust Funds Income in the amount of \$39.00.

The Director announced the resignations of Carl A. Carlson, Assistant, as of October 2, 1939; of Mildred Becker Bloom, Assistant, as of October 6, 1939; and of Ernest A. Johnson, Assistant, as of October 13, 1939.

On recommendation of the Director it was

Resolved: that there be granted to Ollie J. Partridge, Assistant, leave of absence without loss of pay for 8 weeks dating from September 22, 1939,

October 20, 1939

because of illness certified by her physician, and Miss Partridge having been in the service of the Library for twelve and a half years.

The Director brought to the attention of the Board, in connection with the granting of step rate and grade increases in pay to members of the staff as confirmed at the meeting of September 22, 1939, cases of certain individuals not taken into account at the time of the preparation of the lists of members eligible for such increases in pay as submitted at the meeting of June 2, 1939, and also cases in which certain individuals had not been given the grade increases in pay for which they were eligible, because their transfer to the department for which they had qualified by passing promotional examinations had become effective subsequent to the June 2nd meeting. On recommendation of the Director, it was thereupon

Voted: that a step rate increase in pay be granted to Mary E. Mulvaney, Assistant, from \$37. to \$39 per week, as of September 27, 1939.

and

Voted: that grade increases in pay be granted to the following individuals, as of September 27, 1939:

Theresa A. Dowd Probationary Assistant
from \$20 to \$21 per week
Boston Public Library - Branch Libraries (Q)

Jordan R. Kilbrick Assistant
from \$24 to \$26 per week
Science & Technology - General Field (III)

Robert J. Roper Assistant
from \$24 to \$26 per week
Science & Technology - General Field (III)

Marcella K. Geary Assistant
from \$30 to \$32 per week
Social Sciences & History - General Field (II)

The Director announced that on October 10, 1939, the Mayor had approved the action of the City Council in voting a transfer of \$10,000 from the Contingent Fund to the Library's appropriation for repair of the roof of the Central Library; and a transfer of \$2,000 from the Election Department and \$2,000 from the Fire Department, making a total of \$4,000, to the Library's appropriation for W.P.A. projects.

The Director reported in the matter of the payment by the Keeper of Rare Books personally for two items received on consignment by the Library and apparently lost in the Rare Book Department, that

October 20, 1939.

he had consulted with the City Auditor and the Corporation Counsel as to possible procedure for making payment for the aforesaid lost items, and that both had agreed that they would approve payment for the items by the Library upon proper certification from the Trustees that such payment should be made from the income of trust funds. It was thereupon

Voted: that the Director be authorized to make payment of the sum of \$75 from the income of unrestricted trust funds to the Brick Row Bookshop, Inc., 55 Fifth Avenue, New York City, for two items received from the aforesaid firm on consignment and subsequently lost within the Library.

The Director reported that there had been no change since the preceding meeting in the status of the action concerning Arthur F. Clarke as Surviving Trustee under the will of the late Josiah H. Benton. He stated that it had been reported to him informally that Mr. Clarke's son was at present engaged in converting his father's assets into cash, so that a settlement of the case might be effected as soon as possible.

The Board again considered the matter of the choice of an engraver to prepare the bookplate to be used in books purchased from the income of the Benton Book Fund. It was agreed that there be accepted the recommendation of Mr. D. B. Updike that he be authorized to engage the services of Mr. A. J. Downey, of London, England, for the purpose of preparing the aforesaid bookplate, at a cost of \$350.

Dissolved

Elizabeth B. Brockmeyer
Clerk

In Board of Trustees
Friday, November 3, 1939

November 3, 1939

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p. m.

Present: Messrs. Buxton, Hall, and Lord.

The President, Father Lord, in the chair.

The minutes of the meeting of October 20, 1939 as presented were approved.

The Director was authorized to purchase, according to a list

November 3, 1939

submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$2,911.47.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the October 31st draft, chargeable to the General Appropriation in the amount of \$551.81; and the November 30th draft, chargeable to the General Appropriation in the amount of \$1,041.88, and to Trust Funds Income in the amount of \$67.50.

The Director announced the retirement of Margaret M. Cusick, Cleaner, after nine years in the service of the Library.

The Director also announced the resignation of Sadie B. Possick, Assistant, on October 31, 1939, and of Alice Sheftel, Assistant, on September 16, 1939.

The Director brought to the attention of the Board that there had been received a fifteenth anonymous gift of money for story telling in the public schools. It was thereupon

Voted: that the Board express its grateful thanks to the anonymous donor of the sum of \$50 for story telling in the public schools, the same to be carried on under the auspices of the Public Library and under the direct supervision of Alice M. Jordan, Supervisor of Work with Children; and that Miss Jordan be asked to express to the donor the grateful thanks of the Board for the interest and trust reposed in the work which the Library carries on in behalf of children.

The Director reported that there was on hand awaiting investment by the Trustees an amount of \$113,239.87 in the trust funds account of the Library. It was agreed that there should be held during the coming week a meeting of the Finance Committee for the purpose of investing the aforesaid amount.

The Director brought to the attention of the Board the difficulty of maintaining in good order the public toilets in the central library building, because of their heavy use not only by patrons of the Library but by many ^{some} outside the Library. It was the Director's opinion that the problem of keeping the lavatories clean would be greatly simplified through converting the toilets to pay toilets, with the exception of one to be left free. He stated further that such an arrangement would, of course, be a source of revenue to the city. It was agreed that the Director should proceed to

November 3, 1939

install pay toilets in the central library building in accordance with his suggestion.

The Director reported that on April 24, 1939 permission had been requested of the Mayor to sell the engines in the basement of the central library building, since they were no longer needed by the Library, and that on July 7 the Mayor had replied granting permission to sell two, but stating that the third engine, the Nordberg, was to be taken by the Public Buildings Department. The Director stated that to date, although the Superintendent of Public Buildings had been requested in writing and on several occasions over the telephone to take action, the Nordberg engine had not been removed, and therefore was delaying progress in effecting contemplated rearrangements within the building. He stated further that there had been received several offers ranging from \$1000. to \$1750., for the aforesaid engine. It was agreed that the President should write to the Mayor calling to his attention the fact that the engine had not been removed, that the space which it occupied was needed, and that the Trustees desired to accept one of the above mentioned offers for its purchase unless action could be taken promptly to remove it to the Public Buildings Department.

The Director stated that on October 20 the President had written His Honor the Mayor requesting permission to award a contract for the repair of the tile roofing of the central library building without public advertising to Alfred Lo Cascio & Son Co., Inc. in an amount not to exceed \$10,000., the amount recently appropriated by the City Council for the purpose, and that on October 23 the Mayor had approved the request. The Director stated that action for the formal award of the contract should be taken. It was therefore

Voted: that there be awarded to Alfred Lo Cascio & Son Co., Inc., 73 Newbury Street, Boston, a contract for repairs upon the tile roofing of the central library building in an amount not to exceed ten thousand dollars (\$10,000.), as appropriated by the City Council for this purpose.

The Board then gave consideration to the budget estimates of the Library for 1940. It was agreed that among items to be included in the budget estimates for current operating expenses in 1940 there should be an amount of \$150,000. for the purchase of books and an amount

November 3, 1939

of approximately \$50,000. for the usual step rate and grade increases in pay for 1940 for members of the staff.

The Director also presented for consideration of the Board a capital budget for 1940, as well as a capital program for the period of 1940-45, to be submitted to the City Planning Board. Details to be included in the capital budget and program were discussed, after which it was agreed that items for the laying of a tile roof, for changes in the central library building, for painting in the central and branch libraries, and for the lighting of the Abbey, Purvis de Chavannes, and Sargent paintings should be included.

The President reported that he had conferred with Mr. John C. Kiley in the matter of the possible sale of the two pieces of property on Commonwealth Avenue which the Trustees hold as part of the Benton Estate, that Mr. Kiley's preliminary report was that the restrictions on the property practically precluded any financial return on the property at the present time, but that he would make a further examination of the matter and render a full report later.

Dissolved:

Elizabeth B. Brockmeyer
Clerk

November 17, 1939

In Board of Trustees
Friday, November 17, 1939

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Buxton, Kravitz, and Lord.

The President, Father Lord, in the chair.

The record of the regular meeting of November 3, 1939 as presented was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the library in the amount of \$3,647.64.

The following bills, having been approved by the Director or Clerk and the President, were allowed and ordered paid: the November 30th draft, chargeable to the General Appropriation in the amount of \$13,834.60,

November 17, 1939.

and to Trust Funds Income in the amount of \$9,540.26.

On recommendation of the Director it was

Voted: that Rose L. Hennigan, Cleaner, having been certified by the Civil Service Commission and having completed satisfactorily six months in the Probationary Service, be appointed to the Permanent Service.

The Director announced the resignation of Sylvia C. Gilmartin, Assistant, as of November 18, 1939.

The Director brought to the attention of the Board the case of a member of the staff who had recently lost both parents through death and was herself now in a much run down condition, and who, upon advice of her physician, was requesting permission to take a month's vacation from her duties. The question was raised as to whether there might be established an embarrassing precedent in granting a leave of absence with pay for this individual's complete period of absence, inasmuch as the individual was able to work full time at the present time. It was the Director's recommendation under the circumstances that in this case a leave of absence with pay be given for but two weeks of the proposed four weeks of absence. It was thereupon

Voted: that there be granted to Olive J. True, Assistant, leave of absence without loss of pay for 2 weeks dating from December 6, 1939, an absence from regular duty having been recommended to the Library by her physician, and Miss True having been in the service of the Library for twelve years.

The Director reported that a Cleaner in the Central Library had received a fall while on duty, necessitating a considerable absence from her duties, for which injury she had presented a doctor's certificate of her disability. The Director stated that her name had been kept on the payroll during the period of her absence inasmuch as the fall occurred while on duty. It was therefore

Voted: that there be confirmed the leave of absence without loss of pay granted to Anna M. O'Brien, Cleaner, because of illness resulting from a fall received in line of duty, the absence, dating from October 6, 1939, covering a period of 22 1/2 days.

The Director brought to the attention of the Board the case of a Jobber in a branch library, who last June had used all of his vacation holdings at the time of an illness, in order to avoid pay deduction;

November 17, 1939

and who subsequently, having understood from his superior that he was to receive a leave of absence with pay to cover the time taken for that illness, took his regular vacation of two weeks presumably with pay. The Director stated that the individual's salary had been deducted for the two weeks of vacation absence since his vacation holdings had already been used at the time of his earlier illness, and that technically speaking this individual was not eligible for a leave of absence with pay since he had not been in the full time service of the Library for ten years. He stated that the individual in question was not in a financial position to have taken the aforesaid two weeks of vacation had he been aware that it was to be with loss of pay. The Director stated that he was presenting the case to the Board for consideration inasmuch as the individual was apparently being penalized for an error in an understanding of the situation that was not originally his, but primarily on the part of his immediate superiors. After discussion of the case it was agreed that the salary deducted during the two weeks of vacation be restored. It was therefore

Voted: that there be refunded to Frederick J. Oberberger, Jobber, the amount of \$33.00 deducted from his salary on the payroll of August 15 and the amount of \$33.00 deducted from his salary on the payroll of August 22, 1939.

The Director announced transfers of personnel from the Library Department to other city departments as follows: Emory J. Payne, Engineer, to the Hospital Department on August 7, 1939, Philip J. Healey, Janitor, to the School Department on July 29, 1939, and Marinus E. Sortevik, 1st Class Engineer, to the Hospital Department on July 18, 1939. The Director also announced the following transfers of personnel to the Library from other city departments: Joseph P. Cullinane, Watchman, from the Institutions Department on September 27, at the rate of \$33 per week, and of George A. McNamara, Janitor, from the Police Department on October 15, at the rate of \$33 per week.

The Director announced that the midwinter meeting of the American Library Association was to be held at Chicago on December 27-30, 1939. It was thereupon

November 17, 1939

Voted: that the Director be authorized to represent the Library at the midwinter meeting of the American Library Association to be held at Chicago from December 27 to 30, 1939, his expenses to be paid by the Library.

The Director also brought to the attention of the Board the possibility of there being held in Boston in 1941 the annual conference of the American Library Association, it last having been held in Boston in 1921. The Board requested the Director to extend on its behalf to the American Library Association a cordial invitation to come to Boston in 1941 for its conference.

The Director presented a letter under date of November 8, 1939 received from the Secretary of State, the Honorable Cordell Hull, inviting the Director to assist at a Conference on Inter-American Relations in the Field of Books and Libraries to be held in Washington, D.C. on November 29 and 30, 1939. It was agreed that the Director should be authorized to attend the conference, and it was therefore

Voted: that the Director be authorized to accept the invitation of the Secretary of State of the United States to assist at a Conference on Inter-American Relations in the Field of Books and Libraries to be held in Washington, D.C. on November 29 and 30, 1939, his expenses to be paid by the Library.

The Director reported that Mr. Zoltan Haraszti, Keeper of Rare Books, had made a trip to New York on November 4-8 in representation of the Library in connection with the examination of two groups of books in New York City offered for sale to the Library. On the recommendation of the Director it was

Voted: that there be paid to Zoltan Haraszti, Keeper of Rare Books, the sum of \$48.80 for traveling expenses incurred by him in connection with the inspection of certain books offered to the Library for purchase.

Amended at meeting of December 15, 1939.

The Director reported further in the matter of the allowance of the accounts of Arthur Lovell, executor under the will of the late Francis J. Underhill, that there had now been received by the Library a check in the sum of \$615 in payment of the sum received from the sale by the executor of the books bequeathed to the Library under Mr. Underhill's will and subsequently sold by the executor in the course of effecting a settlement of the estate, said sum having been ordered to be paid to the Library by terms of a court decree. The Director stated that it was the opinion of the Corporation Counsel that the Trustees should accept the aforesaid sum as

November 17, 1939

full payment of their claims against the estate. It was therefore

Voted: that there be accepted from Arthur Lovell, executor under the will of Francis Jay Underhill, deceased, the sum of six hundred and fifteen Dollars (\$615.00) in full payment and satisfaction of the claims of the Trustees of the Public Library of the City of Boston in terms of the decree of the Kings County Surrogate's Court, New York, under date of November 3, 1939,

and

Voted: that the President be authorized to execute the receipt for the above named payment received from Arthur Lovell, Executor under the will of Francis Jay Underhill, deceased,

and

Voted: that the Clerk be authorized to affix the Seal of the Corporation to the aforesaid receipt upon its execution by the President

The Director reported in the matter of the disposal of the Nordberg engine no longer needed by the Library Department, that, as requested at the preceding meeting, the President had brought to the attention of the Mayor the opportunity offered the Library for effecting a sale of the engine to an outside firm, should the engine not be needed by the City.

The President then stated that the Mayor had subsequently informed him that the Public Buildings Department was very much interested in obtaining the engine for its use, but that the expense of moving such a large engine was difficult to meet from the Department's budget appropriation at the very end of the year. He stated that it was the Mayor's suggestion that the Library retain the engine until after the first of the coming year, at which time the Public Buildings Department would remove it. It was agreed that the matter should be tabled until after January 1st, 1940.

The Director reported that the Library Department would have an unexpended balance in its appropriation of approximately \$10,000. on December 31st. He pointed out that some of this amount could very well be used for books, if the Trustees wished to apply for a transfer of the sum to the book account. Before recommending such a transfer he brought to the attention of the Board the fact that the Mayor at a meeting of department heads last September had requested that each department strive to end the year with as large an unexpended balance as possible, inasmuch as the City was operating during the current year on a budget \$390,000. less than the amount expended

November 17, 1939

the preceding year. After discussion of the problem it was agreed that the President should communicate with the Mayor, indicating that the Trustees are aware of the request of His Honor that the fiscal year be ended with as large an unexpended balance as possible, that the Library Department will have such a balance in the amount of approximately \$10,000, that the Library has however a great need for funds for books for the branch libraries, as His Honor already knows, and that therefore the Trustees wish to inquire whether His Honor wishes to have the entire unexpended balance turned back to the City for general purposes or a portion of it (possibly up to \$5,000.) transferred for application to the purchase of books for the branch libraries.

Dissolved:

Elizabeth B. Brockmire
Clerk

In Board of Trustees

December 1, 1939

Friday December 1, 1939.

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Burton and Lord.

The President, Father Lord, in the chair.

The following action was taken, subject to confirmation at the next regular meeting of the Board.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$1,422.87.

The following bills, having been approved by the Director and President, were allowed and ordered paid: in the November 30th draft, chargeable to the General Appropriation in the amount of \$203.11, and in the December 31st draft, chargeable to the General Appropriation in the amount of \$311.50.

Circular Letter No. 19 from the Mayor's Office was read and ordered placed on file.

On recommendation of the Director it was

Voted: that Hannah Hennessey, Cleaner, having been certified by the Civil Service Commission and having completed satisfactorily,

December 1, 1939

six months in the Probationary Service, be appointed to the Permanent Service as of December 6, 1939.

On recommendation of the Director it was also

Voted: that there be granted to Mary E. Riley, Assistant, leave of absence without loss of pay for 1 week dating from June 26, 1939, because of illness certified by her physician, and Miss Riley having been in the service of the Library for 48 years.

and

Voted: that there be granted to Elsie H. Carret, Assistant, leave of absence without loss of pay for 10 weeks dating from October 23, 1939, because of illness certified by her physician, and Miss Carret having been in the service of the Library for 14 years.

and

Voted: that there be granted to Helen Moran, Children's Librarian, leave of absence without loss of pay for 12 weeks dating from October 27, 1939, because of illness certified by her physician, and Miss Moran having been in the service of the Library for 13 years.

and

Voted: that there be granted to Mary U. Nichols, Branch Librarian, Jefferson Point Branch Library, leave of absence without loss of pay for 25 days dating from October 23, 1939, because of illness certified by her physician, and Miss Nichols having been in the service of the Library for 11 years.

and

Voted: that there be granted to Elizabeth N. Wiehe, Cleaner, leave of absence without loss of pay for 3 weeks dating from November 8, 1939, because of illness certified by her physician, and Mrs Wiehe having been in the service of the Library for 11 years.

The Director reported that public bids for the contract for the transportation of books and other material between the Central Library and Branch Libraries for 1940 had been requested by the Library for November 29 at 12 noon, that there had been received but one bid on the date set, that this bid had been submitted in the same amount as for the current year by the same firm and holder of the contract for 1939, the Rent A Truck Company. The Director stated that this firm had rendered satisfactory service during the present year and in an earlier year when it held the contract, and he, therefore, recommended that the contract be awarded to the Rent A Truck Company. He stated further that when the time

came next year to draw up another contract consideration might well be given to drawing a contract covering several years as had been done in the past when a firm's prices and services had both proved satisfactory. It was thereupon

Voted: that there be awarded to Rent A Truck Co., 1926 Columbus Avenue, Roxbury, sole bidder in the public bidding, the contract for the transportation of books and other material between the central library and branch libraries for the year 1940, in the amount of One hundred thirty-three dollars and fifty cents (\$133.50) per week.

The Director presented a communication, under date of November 19, from The Brook Farm Civic Association of West Roxbury requesting consideration by the Trustees of the possibility of re-opening the West Roxbury Branch Library on Friday evenings and Saturday afternoons. The Director stated that he had received a number of requests from groups in that section of the city requesting that action be taken to re-open that branch library at least on Saturday afternoons, it being pointed out that such closing deprives college students home on week-ends of any opportunity to use the library in connection with their studying, the suggestion being offered that it be closed instead on Monday evenings. The Director reported that the survey conducted, when consideration was first being given to partial closing had proved that Monday was the day of heaviest use of the branch libraries. He stated further that the estimated saving to the Library in personnel, heating, and lighting costs from closing Friday evenings and Saturday afternoons was in the amount of approximately \$10,000 per annum. A request for the use by a local group of the lecture hall of the West Roxbury Branch Library on Friday evenings was also discussed. The Director pointed out that in this case, while the organization in question might pay for the necessary janitorial services directly, the cost of heat and electricity would have to come from the Library's appropriation and any payment that the group might make would go directly to the city and not revert to the Library.

After discussion of the situation it was agreed that the Trustees could not well make an exception of one branch library in carrying through curtailment of service in all branch libraries, as deemed necessary in the interest of economy in view of the City's present financial condition.

December 1, 1939

The Director reported that on November 15 estimates had been submitted in public bidding for steel shelving for the Periodical Room Annex. Upon examination of the sample shelving submitted with the bids he had found that the bidding had been for steel shelving of a commercial type and not for library shelving as such. He stated that up to the present a commercial type of shelving had been used in the Central Library building, but that he considered it unwise to continue the practice. He suggested therefore that all of the present bids be rejected and new estimates sought on the basis of revised specifications calling for the above-mentioned library type of steel shelving. It was therefore

Voted: that all bids submitted on November 15, 1939, in the public bidding for furnishing and installing steel shelving in the Periodical Room Annex of the Central Library be rejected, and new estimates based upon revised specifications be sought in public bidding.

The Director presented a communication, under date of November 28, from the Assistant Corporation Counsel, Mr. John J. Tobin, informing the Trustees that the will of the late Samuel Sigilman is now before the Probate Court of Suffolk County for allowance, and that the executor has requested that the Trustees of the Public Library assent to the petition that the will be allowed and sustained in all particulars. The Director reported that Mr. Tobin had stated that the petition for allowance of the will is being contested by certain relatives of the testator, but that both the Corporation Counsel and Mr. Tobin recommended that the Trustees assent to the petition, as requested by the executor. In accordance with the recommendation of the Corporation Counsel it was

Voted: that the Corporation Counsel be requested to enter the assent of the Trustees of the Public Library of the City of Boston to the allowance of the will of the late Samuel Sigilman of Boston, in the Probate Court of Suffolk County, Massachusetts.

The Director reported that he had heard informally that up to the present time there had been turned over \$23,000 of the \$30,000 expected to be realized from the assets of Mr. Arthur F. Clarke, surviving Trustee under the will of the late Josiah H. Benton, to meet claims against him by the Trustees and others whose funds have been in his custody.

December 1, 1939.

The Director reported that to date there had been received in income from the Benton Book Fund the following amounts: on May 31, 1937, the sum of \$35,584.76, on March 31, 1938, the sum of \$270,674.79, and on March 31, 1939, the sum of \$32,164.95, totalling \$338,444.50. He stated that to date expenditures from this fund had amounted to \$169,904.67.

The President reported that, as suggested at the previous meeting, he had conferred with the Mayor on November 21, to inquire whether the Mayor would wish to allow the Library to use any of the savings from its appropriation for 1939 for additional purchases of books beyond those possible from the limited budget appropriation for books in 1939, such expenditures not to exceed \$5,000. The President stated that the Mayor had informed him that it would not be possible to do so because of the pressing need of the City for all available unexpended funds in order to meet certain unexpected requirements which had arisen.

The President stated that the Mayor had then indicated that the Library Department had apparently been increasing its personnel rather than reducing it, and thus not cooperating in the policy prevailing in other city departments in leaving vacancies unfilled. He called attention to the presentation made by the Budget Commissioner in a recent letter to the Comptroller of the Library, namely, that the Library appeared to have added 30 individuals to its staff, thus increasing the total number of permanent employees from 561 on January 1, 1938 to 591 on January 1, 1939, and inquiring as to the Library's policy in the matter of increasing its staff in the face of present conditions.

The Director then reported that he had made an analysis of the statements concerning increases in personnel as submitted by the Budget Commissioner in the aforesaid letter to the Comptroller, that an actual count of the individuals on the Library payroll for the periods in question revealed that in January 1938 the Library had 591 full-time employees as against 590 full-time employees in January 1939. The Director stated that in substantiation of this count a complete analysis was now being carried through of all vacancies that had occurred during 1938 and 1939 with a view to showing those which remain unfilled.

The President suggested that when the aforesaid analysis was

December 1, 1939

completed it would be well to send both to the Budget Commissioner and to the Mayor a statement of the Trustees' policy in the matter of maintaining or reducing the present personnel level.

The Director presented for the consideration of the Board the Examining Committee report for 1939, submitted through its Chairman, Father Lord, to the Trustees on November 20, 1939. It was agreed that consideration of its recommendation could more adequately be achieved at a special meeting called for that purpose. The Director was requested to communicate with members of the Board to ascertain their availability for a special meeting for this purpose, perhaps to be held in the evening if necessary.

The Director presented to the Board a preliminary report prepared by him on Suggested Delimitation of the Fields in Which the Boston Public Library Might Build Up its Collections. The Director stated that with this preliminary statement as a basis for discussion he would now proceed to consult with the other libraries of the Boston area in an effort to reach an understanding in the matter of duplication of material.

The President reported in the matter of the Benton Estate real estate holdings on Commonwealth Avenue that Mr. John C. Kiley, with whom he had consulted as to the possibility of disposing of the property, had reported that with the present heavy restrictions in the matter of building on that particular property there was little likelihood of disposing of it in the immediate future, but that he would inquire as to whether the property might be used for automobile parking purposes, as is done on a neighboring lot. The President stated that Mr. Kiley was also to inquire into the matter of the boundary of the Benton property to ascertain whether certain billboards in the vicinity may perhaps be located on Benton property and therefore a source of potential revenue to the Estate.

The Director was requested to acknowledge Mr. Kiley's letter of report to the President and to ask Mr. Kiley to furnish to the Trustees the names of the owners of properties adjoining the Benton Estate lots.

Dissolved:

Elizabeth B. Brockmeyer
Clerk

December 15, 1939

In Board of Trustees
Friday, December 15, 1939.

A regular meeting of the Corporation was held in the Trustees Room at 4:15 p.m.

Present: Messrs. Burton, Kirsstein, and Lord.

The President, Father Lord, in the chair.

The minutes of the meeting of November 17, 1939 as presented were approved with an amendment in the vote authorizing payment of traveling expenses to Mr. Zoltan Haraszti, Keeper of Rare Books, the amount payable being changed from \$42.10 to \$48.80. The minutes of the meeting of December 1, 1939 as presented were also approved.

The action taken by the Finance Committee at its meeting of November 9, 1939, as presented after amendment was approved.

The Director was authorized to purchase, according to a list submitted by him and to be placed on file, miscellaneous supplies for the Library in the amount of \$2,222.66.

The following bills, having been approved by the Director and a Trustee, were allowed and ordered paid: the December 31st draft chargeable to the General Appropriation in the amount of \$20,337.73 and to Trust Funds Income in the amount of \$11,044.96.

Circular Letter No. 20 from the Mayor's Office was read and ordered placed on file.

The Director announced the resignation of Edward P. Gray, Assistant, as of December 5, 1939.

On recommendation of the Director it was

Voted: that there be granted to Edward H. Rehwaldt, Engineer, leave of absence without loss of pay for 8 weeks dating from November 20, 1939, because of illness certified by his physician, and Mr. Rehwaldt having been in the service of the Library for 16 years.

and

Voted: that there be granted to Elizabeth N. Weihe, Cleaner, leave of absence without loss of pay for 16 days dating from November 29, 1939, because of illness certified by her physician, and Mrs. Weihe having been in the service of the Library for 11 years.

The Director brought to the attention of the Board the case of a member of the staff who, leaving for a six weeks' trip to Europe on last August 7, was caught abroad at the outbreak of the war and only returned to her

December 15, 1939

duties in the Library on December 1st. He stated that her branch librarian had raised the question as to whether anything could be done in the way of financial aid because of the assistant's great loss of pay in view of similar action taken in the case of certain school teachers who were delayed in returning to their duties because of the outbreak of the war. The Director pointed out that this assistant might have returned earlier, if her family had been willing for her to take passage on any boat other than an American, although in the final instance in order to return at all she had come on a British boat. The Director was requested to inquire further as to her general financial situation and also as to what salary adjustment was made in the case of the above-mentioned teachers.

The Director presented to the Board the request of Elizabeth B. Boudreau, Branch Librarian, Neponset Branch Library, that she be allowed time for attendance at the mid-winter meeting of the American Library Association in Chicago. The Director stated that Miss Boudreau's presence at the meeting was desired in connection with her activity as a member of one of the committees and that her absence from the Library would be a matter of only four days. The Board agreed that Miss Boudreau should be authorized to attend the mid-winter meeting.

The Director presented a communication, under date of December 9, from Mr. William B. Gallagher, Chief of the Printing Department, requesting an increase in salary from \$50 per week to \$65, the salary received by his predecessor at the time of his retirement. After consideration of the reasons advanced by Mr. Gallagher, the Board requested the Director to reply that the Trustees do not see their way clear to grant an increase at the present moment in view of the policy in effect uniformly throughout city departments that no increase in salary be granted to those already receiving a salary of \$21.00 or more.

The Director reported that Mr. Zoltan Haraszti, Keeper of Rare Books, had made a trip to New York on December 6-9, 1939 in representation of the Library in connection with the examination of certain groups of books offered for sale to the Library. On the recommendation of the Director it was

December 15, 1939

Noted: that there be paid to Zoltan Haraszti, Keeper of Rare Books, the sum of \$30.55, for travelling expenses to New York and return on December 6-9, 1939, incurred by him in connection with the inspection of certain books offered to the Library for purchase.

The Director presented to the Board a communication, under date of December 14, 1939, from the Service Council of the Boston Public Library Employees Benefit Association requesting that there be brought to the attention of the Trustees its recommendation that consideration be given by the Board to a revision of the scheme for long service payments as now in effect in the Library, the suggested revision to be on the basis of recognition of long service at 25 years instead of at 35 years. The Director reported that his preliminary survey showed that a revision downward to 25 years of the \$100 increment would involve an additional expenditure by the Library of approximately \$13,000 per year, that he was carrying through a detailed study of the cost of the several schedules suggested by the Service Council in its communication, and that he would report to the Board in the matter at its next regular meeting.

The Director reported that at its meeting on November 17 the Board had formally accepted payment of the sum of \$615 from Arthur Lovell, Executor under the will of Francis Jay Underhill, deceased, in satisfaction of its claims against Mr. Underhill's estate, but that at the time the amount received had not been funded pending payment for services rendered by the firm of Root, Clark, Buckner & Ballantine in the matter of effecting a settlement of the Library's claims. The Director stated that the aforesaid firm's bill, now at hand, should be paid from the amount received from the estate, and that subsequently the net proceeds should be funded. It was therefore

Noted: that Milton E. Lord, Director and Librarian of the Public Library of the City of Boston, be and he hereby is authorized and directed to request the City Treasurer to pay to Messrs. Root, Clark, Buckner & Ballantine, 31 Nassau Street, New York City, the sum of Ninety dollars and thirty cents (\$90.30) in payment for services rendered in connection with the Judicial Settlement of the Account of Arthur Lovell, as Executor of the Last Will and Testament of Francis Jay Underhill, deceased,

and

December 15, 1939

Voted: that the sum of Five hundred twenty-four dollars and seventy cents (\$524.70) representing the net proceeds under the Judicial Settlement of the Account of Arthur Lowell, as Executor of the Last Will and Testament of Francis Jay Underhill, deceased, be turned over to the City Treasurer to be funded as the "Francis Jay Underhill Fund", the income to be expended for the purchase of books.

The Director stated that after the accounts of the Board of Trade of Boston Book Merchants for the 1938 Book Fair had been cleared there had been found to be a balance of \$172.10, that this balance had been turned over to the Library inasmuch as the Library had expended public funds in carrying through its share in the Book Fair, the suggestion being made that, in recognition of the outstanding service of the members of the Staff at the Book Fair, this money should be used for their benefit. It was thereupon:

Voted: that there be accepted by the Trustees of the Public Library of the City of Boston the sum of One hundred seventy-two dollars and seventy cents (\$172.70) received from the Board of Trade of Boston Book Merchants, this sum to be turned over to the City Treasurer to be funded as the "Boston Book Fair 1938 Fund", the income to be used for the benefit of the Library staff.

The Director reported in the matter of the proposed gift of the Albert H. Wiggin collection of prints, that on December 7, 1939 he had gone to New York to see Mr. Wiggin to discuss the quarters proposed for housing his collection and to inform him of the progress being made in carrying through the necessary re-arrangement of departmental space in the Central Library. The Director stated that he had also discussed with Mr. Wiggin the matter of a curator for the collection. The Director stated that of the several people brought to his attention, Mr. Arthur Heintzelman, an etcher of distinction, seemed to be the best possibility, and that he had arranged for Mr. Heintzelman to inspect Mr. Wiggin's collection this week in New York. The Director submitted a statement of his expenses in connection with the trip. It was

Voted: that there be paid to Milton E. Lord, Director and Librarian, the sum of twenty-three dollars and thirty-two cents (\$23.32) for traveling expenses to New York and return on December 7, 1939, incurred by him in connection with library business.

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The Director reported that there had been discussed with the officials concerned with the planning of the new South Boston housing project the possibility of there being provided within its space for housing a Branch Library, such branch library to take the place of the nearly Andrew Square Branch Library, at present inadequately housed in expensive rented quarters. The Director stated that the officials' reaction to the suggestion had been favorable, but that approval of such an undertaking must await action on the part of the project's headquarters in Washington.

The Director reported in the matter of the cleaning of the mural paintings within the Central Library that an extensive survey by the Art Commission of all the paintings had been completed and that, as a consequence, the Venetian Alcoe containing the Joseph Lindon Smith murals was to be cleaned by Mr. Smith himself with the aid of some of the Library workmen; that the Art Commission had made arrangements with Mr. Edward Lowe, of the Museum of Fine Arts, to carry through the direction of the cleaning of the Sargent paintings, money for the care of which exists in the Sargent Fund; that the Commission had also advised the retaining of the services of Mr. R. Arcadius Lyon, the cleaner for the Fogg Art Museum, to undertake the cleaning of certain of the panels in the Puvis de Chavannes series. The Director stated that Mr. Lyon had agreed to do the work at the rate of \$115 per panel, and that work would be begun shortly. The Director stated further that the Art Commission had recommended that nothing be done at present to the Abbey paintings and the Elliott paintings.

The Director presented a communication, under date of December 12, 1939, from Mr. Edwards J. Gale, requesting that in the near future he be relieved of the responsibility of active service as the Library Architect, except in such minor capacity as his long service to the Library would be useful in problems which arise, a service which he would stand ready to offer at any time it should be needed. The Director then discussed the problem of obtaining the services of a consulting architect to take Mr. Gale's place, a difficult matter inasmuch as Mr. Gale had been associated with the Library for some 42 years. The Director stated that he would like to discuss the matter with some disinterested person such as Mr. William Emerson, recently retired Dean of the School of Architecture

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at Massachusetts Institute of Technology, and President of the Boston Society of Architects for 1940. It was agreed that the Director should talk with Mr. Emerson in the matter.

It was agreed that discussion of the Report of the Examining Committee for 1939 should be deferred until the special meeting to be held at 7:30 p.m., Tuesday, December 19, 1939.

The Director reported concerning the type of purchases being made from the Benton Book Fund. It was suggested that for purposes of administering the Benton Book Fund the Director draw up a statement of policy to be followed in interpretation of restrictions upon purchases and their implications as affecting the several categories of materials acquired by the Library for scholarly research and study, such statement to be submitted to the Corporation Counsel for an opinion as to its validity.

Dissolved:

Elizabeth B Brockmire
Clerk.

December 19, 1939

In Board of Trustees
Tuesday, December 19, 1939

A special meeting of the Board was held in the Trustees Room on Tuesday, December 19, 1939, at 7:30 o'clock p.m.

Present: Messrs. Burton, Kristein, and Lord.

The President, Father Lord, in the chair.

The Board gave consideration to the question raised by the Mayor in his conference with the President and also by the Budget Commissioner in his recent letter to the Comptroller concerning the attitude of the Trustees relative to the policy instituted by the Mayor that in City Departments in general there should be no increase in personnel and that, where possible, there should be effected a decrease through leaving vacancies unfilled.

The Director reported that his examination of the Library payrolls did not bear out the statement of the Budget Commissioner in his letter to the Comptroller that the Library Department had increased its personnel between January 1, 1938 and January 1, 1939 by the addition of 30 individuals, that in fact a careful examination had shown that on

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January 1, 1939 there were 590 individuals as against 591 on January 1, 1938, and that since January 1, 1939 there had been effected a further reduction of 13 individuals.

The Board agreed that there should be sent to the Mayor and to the Budget Commissioner a full statement of the Trustees' policy in relation to cooperation with the Mayor in the matter of not increasing personnel, this statement to embody three points; 1st, that the Trustees do not intend to increase personnel; 2nd, that the Trustees will leave unfilled vacancies where that is possible, and that the vacancies filled will be those for which such action is necessary unless service to the public is to be curtailed; and 3rd, that the Trustees trust that it will not be found necessary to curtail library service to the public. The President stated that he would send to the Mayor a statement of policy as above agreed upon. The Director was also requested to send to the Mayor and to the Budget Commissioner a report of the results of his examination of the Library payrolls to which the Budget Commissioner had referred in his letter to the Comptroller.

The Board then proceeded to consideration of the report of the Examining Committee for 1939. The two major points developed by the Committee seemed to be the problem presented by the reduction in appropriations for the purchase of books, particularly as it affects the branch libraries, and the existing disproportion between the amount of city appropriation expended for salaries and that expended for the purchase of books. The Committee in its report pointed out that for the period of 1926-1932 the amounts spent for the purchase of books as compared with salaries had been far greater than that spent during the period of 1933-38 for the same items, and that the situation called for a careful survey and re-examination of policy.

The Director reported that the branch libraries were now in a better position in the matter of money for books in that, with the present availability of income from the Benton Book Fund for the purchase of books for the Central Library, it was now possible to turn over to the branch libraries the entire city appropriation for the purchase of books. Also for the periods 1926-1932 and 1933-1938 he stated that an examination of the budget estimates for the purchase of books, submitted annually

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to the Mayor by the Trustees, as compared with the appropriation for salaries does not reveal such an increasing disproportion between the amounts for salaries and the purchase of books as does the comparison made by the Examining Committee on the basis of the actual appropriations allowed the Library by the Mayor and the City Council.

The Director reported on several of the recommendations of the Committee: that consideration was being given to the suggestion that an abandoned school building in a central location be found to house certain departments now much overcrowding the Central Library building, such as the Branch Issue Department, the Binding and Printing Departments, and perhaps the carpenter shop; that in the matter of improving staff facilities, plans were now under consideration for providing more adequate facilities when the engines will have been removed from the basement; that in connection with the suggestion of a brochure for the guidance of readers in their use of the library, a former brochure was now being brought up to date and would be issued in a more attractive form.

The Board gave consideration to the question raised concerning the cost of issuance of More Books in its present form. The Director was requested to secure data on publication of the bulletin on a pay basis, perhaps as a quarterly publication.

In the matter of cooperation between the Library and the School Department the Director reported that some progress had been made through a contact committee, but that this had not functioned entirely satisfactorily. The Director was requested to discuss the problem again with the Superintendent of Schools and to report further in the matter to the Board.

The Committee's suggestion that poorly housed branch libraries be moved, if possible, to more adequate quarters without increase in rent is not possible in most cases, the Director reported, although it had been accomplished in the case of Allston. He stated that some of the more inadequately housed branch libraries were located in public buildings where the Library has no rent to pay.

The Director stated that the suggestion of dignified requests for gifts of money or of libraries might well be considered, possibly to be included in the Library bulletin. As to the Committee's recommendation that more

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adequate police protection be afforded, the Director reported that the police protection of the Library was on the whole satisfactory, certainly much better than was the case several years ago. In the matter of exercising proper care that objectional books do not reach the open shelves, the Director stated that great care was taken in the first instance in selection of books for open shelves, so that there was little likelihood of objectional books reaching the open shelves. The Director stated that the criticism by the Examining Committee of the lighting in many of the older branch libraries was quite just and that a survey, such as it suggested, would be very helpful, provided funds for the purpose could be found. He reported further that the condition of the paint in certain sections of the central and branch libraries was very poor, as pointed out by the Examining Committee, and stated that there had been included in the budget estimates for 1940 an amount to care for much of this painting.

Concerning the Examining Committee's comments relative to specific departments the Director reported briefly, pointing out where action could be taken to carry through certain of the suggestions.

Dissolved:

Elizabeth B. Brockmire
Clerk

BOSTON PUBLIC LIBRARY
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END
OF
REEL

PLEASE
REWIND

